

**PERSON SPECIFICATION**  
**Base Administrative Assistant**  
**Vacancy Ref: N1827**

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
To convey an appropriate rationale and interest in applying for this particular post.	Essential	Application Form
5 GCSE's grades A-C including English and Maths for the apprenticeship.	Essential	Application Form
Experience of working with administrative processes in an Academic environment	Desirable	Supporting Statements/ Interview
The ability to present information in an accurate and appropriate format.	Essential	Application Form
Experience of Microsoft Office software and electronic document management systems.	Essential	Supporting Statements
Advocate of customer care including experience of dealing with a very wide range of customer queries/concerns in a professional manner whilst maintaining confidentiality. Excellent communication skills both in person and over the phone.	Essential	Supporting Statements/ Interview
Experience of prioritising workload to meet competing deadlines without close supervision.	Essential	Supporting Statements/ Interview
Experience of accurately inputting to databases, maintaining manual/electronic records.	Essential	Supporting Statements/ Interview
Flexible approach, willingness and enthusiasm to provide support to a range of different and changing activities.	Essential	Supporting Statements/ Interview
Ability to work in a team, with a calm and approachable manner.	Essential	Interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.