

PERSON SPECIFICATION
Administrative Assistant
Vacancy Ref: N1882

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Effective numeracy and literacy (minimum level GCSE Maths and English or equivalent at Grade C)	Essential	Application Form
Competent working knowledge of IT including Microsoft Office, Outlook, Excel and PowerPoint	Essential	Supporting Statements/ Interview
Experience of working in a busy office environment or similar	Essential	Supporting Statements/ Interview
Ability to work in a team and have a flexible approach to work	Essential	Supporting Statements/ Interview
Experience of dealing with a range of customer queries/concerns in a professional manner	Essential	Supporting Statements/ Interview
Commitment to ongoing personal development and training	Essential	Supporting Statements/ Interview
Experience of prioritising workload to meet competing deadlines	Essential	Supporting Statements/ Interview
Ability to handle confidential information	Essential	Interview
Experience of committee servicing and of taking minutes	Desirable	Supporting Statements/ Interview
Experience of financial systems, including invoicing and orders	Desirable	Supporting Statements/ 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.