

PERSON SPECIFICATION
Administrative Assistant (Careers)
Vacancy Ref: N2311

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
To convey an appropriate rationale and interest in applying for this particular post.	Essential	Application Form/Interview
Experience of administrative processes in a busy office environment.	Essential	Supporting Statements
The ability to present information in an accurate and appropriate format.	Essential	Application Form/Interview
Experience of Microsoft Office software and a wide range of communication channels including social media.	Essential	Supporting Statements
Advocate of customer care including experience of dealing with a range of customer queries/concerns in a professional manner.	Essential	Supporting Statements/ Interview
Experience of prioritising workload to meet competing deadlines without close supervision.	Essential	Supporting Statements/ Interview
Experience of updating web pages and creating and updating marketing materials through different channels including Social media	Desirable	Supporting Statements/ Interview
Ability to work in a team, a calm, friendly professional manner and a flexible approach to work.	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 e.g. 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 competency based interview questions, tests, presentation etc.