

## PERSON SPECIFICATION

Admin Assistant  
Vacancy Ref: N2319

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Effective numeracy, literacy and word processing skills (GCSE Maths and English and ECDL, or equivalent).	Essential	Application Form
To convey an appropriate rationale and interest in applying for this particular post.	Essential	Supporting Statements/Interview
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 administrative processes in a relevant environment.	Essential	Supporting Statements
The ability to present information in an accurate and appropriate format.	Essential	Application Form
Experience of Microsoft Office software, financial computer systems and electronic document management systems.	Essential	Application Form/ Supporting Statements
Experience of accurately inputting to databases and spreadsheets and maintaining electronic/manual records	Essential	Supporting Statements
Ability to work in a team and have a flexible approach to work.	Essential	Interview
Experience of prioritising workload to meet competing deadlines.	Desirable	Supporting Statements/ Interview
Experience of working on and supporting events	Desirable	Supporting Statements / Interview
Experience of handling confidential information	Desirable	Supporting Statements / Interview

- **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 either competency based interview questions, tests, presentation etc.