

PERSON SPECIFICATION
Administrative Assistant
Vacancy Ref:N2773

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
To convey an appropriate rationale and interest in applying for this particular post.	Essential	Supporting Statements/ interview
Experience of accurately inputting to databases and maintaining manual/electronic records.	Essential	Application Form/ interview
Ability to communicate effectively and appropriately with a diverse range of people whilst maintaining professionalism regardless of the method of communication.	Essential	Supporting Statements/ interview
Experience of planning ahead and prioritising workload to meet competing deadlines.	Essential	Supporting Statements/ interview
Experience and knowledge of scheduling across a busy team and coordination of activity to meet reporting deadlines.	Essential	Supporting Statements/ interview
Experience of financial budgeting and administration of contracts.	Essential	Supporting Statements/ Interview
Experience of handling confidential information and knowledge of Data Protection legislation.	Essential	Application Form/ Interview
Experience and confidence in working within a multi-disciplinary team	Essential	Supporting Statement/ Interview
Experience and working knowledge of the administrative needs of an arts organisation	Essential	Supporting Statements/ Interview
Experience of using a range of Microsoft Office packages including the use of Excel and Word at an advanced level.	Essential	Supporting Statements/interview
Commitment to ongoing personal development and training.	Desirable	Supporting Statements/ Interview
Knowledge and commitment to to equality, diversity and inclusion policies	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 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.