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**Person Specification**

**Casual Administrative Assistant**

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| **Essential Skills** | The post holder should be able to demonstrate the following essential skills:* To be a team player
* To be literate and numerate
* Be competent in the use of Excel, Word and email
* Good personal presentation
* Communicate effectively with a wide range of people in person or via various media
* File, retrieve, sort and complete documents accurately
* Be able to use a range of office equipment (e.g. printers, photocopiers, fax).
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| **Desirable Skills** | The post holder should be able to demonstrate the following desirable skills:* Work in a sometimes pressured environment
* Ability to use PowerPoint and Publisher software
* Knowledge of SIMS (School Information Management System)
* Be able to create Mail Merge documents
* Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care
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| **Working Environment** | The post holder will be expected to have the following knowledge and understanding:* Willing to abide by the Council’s Equal Opportunities Policy in the duties of the post, and as an employee of the Council.
* Working within a busy, modern and diverse environment
* To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives
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