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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). |
| **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 |
| **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 |