

Administration Assistant

Person Specification

JOB REQUIREMENTS	ESSENTIAL	Essential	Preferred	* How assessed
Qualifications and experience	5+ GCSE/CSE grade C or above	✓		A
	GCSE/CSE in English and Maths, grade C or above		✓	A
	A good working knowledge of computer software packages including Microsoft Word, Excel and Outlook	✓		A & I
	Event organisation		✓	A & I
Personal and interpersonal	Good communication skills	✓		I
	Able to project a respectable and professional image	✓		I
	Helpful and positive attitude in a busy environment	✓		I
	Excellent team worker	✓		I
	Ability to maintain a calm approach and work effectively under pressure	✓		I

* A = assessed by application, R = assessed by references, I = assessed by Interview,
T = assessed by Task