

Administrative Assistant

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

Qualifications/Experience	Priority
1. Experience of working within a team.	1
2. Proven experience of customer service skills.	1
3. Proven experience of taking initiative and working under pressure.	1
Ability, Skills and Knowledge	
4. Able to communicate (receive and transmit) appropriately and effectively with colleagues and visitors.	1
5. Knowledge of good practice relating to safeguarding.	1
6. Able to seek out information and disseminate to others.	1
7. Able to maintain accurate, legible and up to date records.	1
8. Able to liaise appropriately and effectively with other Centres/Schools/departments and agencies regarding the monitoring of health & safety.	1
9. Able to operate a range of office equipment such as photocopiers, laminators etc.	2
10. Knowledge of Microsoft applications and other data bases to produce a variety of letters, spreadsheets, documents etc.	1
11. Ability to meet tight deadlines	1
12. Knowledge of health & safety reporting systems (desirable)	2
13. Able to adhere to OHC&AT policies including Safeguarding, Health and Safety, Equality and Diversity Policies.	1