

PERSON SPECIFICATION

SENIOR ADMINISTRATIVE ASSISTANT

| | Essential | Desirable | Assessment Method |
|------------------------------------|--|---|---|
| Training and Qualifications | <ul style="list-style-type: none"> • Good basic level of education to GCSE/CSE level (including English) | <ul style="list-style-type: none"> • Word processing qualification | <ul style="list-style-type: none"> • Application form • Qualification certificates |
| Experience | <ul style="list-style-type: none"> • Experience of working in a busy office environment | <ul style="list-style-type: none"> • Experience of working within an educational environment | <ul style="list-style-type: none"> • Application form • Interview • References |
| Skills | <ul style="list-style-type: none"> • Good written and verbal communication skills and ability to communicate with people at all levels. • Good knowledge of computer packages including Microsoft Office, email and the internet. • Ability to create, maintain and analyse data from spreadsheets. | <ul style="list-style-type: none"> • Experience of using SIMS | <ul style="list-style-type: none"> • Application form • References |
| Personal Qualities | <ul style="list-style-type: none"> • Ability to work under pressure • Organised and practical • Self-motivated and proactive • Be able to maintain confidentiality | | <ul style="list-style-type: none"> • Interview • References |
| Other | | | |