

Person Specification: Grade 3 Administrative Assistant

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

	Essential	Desirable
Knowledge / Qualifications		
A good standard of secondary education to GCSE level or equivalent.	AF	
A good standard of literacy and numeracy.	AF	
Experience / Skills		
Carrying out a wide range complex administrative duties.	AF/I/AST	
Interpreting written instructions/manuals to carry out processes and procedures without regular supervision.	AF/I/AST	
Working with a variety of IT systems including word processing, spreadsheet and database operation.	AF/I	
Handling information in accordance with the Data Protection / GDPR principles.	AF/I	
Dealing with confidential and sensitive information.	AF/I	
Handling, processing and reconciling cash, cheques, invoices or equivalent.	AF/I	
Personal Attributes		
Ability to communicate complex information at all levels	AF/I	
Ability to work under own initiative with sound personal, administration and time management skills	AF/I/AST	
Considerable personal enthusiasm, energy, integrity and professionalism	AF/I	
Be flexible and open to change, enjoy working at a fast pace whilst maintaining professionalism and accuracy	AF	
A commitment to abide by and promote the Trust's equal opportunities, health and safety and child protection policies	AF	