

PERSON SPECIFICATION – ADMINISTRATIVE ASSISTANT

Criteria	Essential	Desirable	How Assessed
Qualifications	No specific academic qualifications Numeracy and Literacy required	Five grade C or above G.C.S.E.'s including Maths and English	C.V.
Experience	Experience of working in a similar environment	Previous knowledge of office systems. Ability to handle postal systems. Use of fax machines and photocopiers	C.V. Interview
Skills/Abilities	Effective team worker Ability to follow instructions Ability to communicate clearly orally and in writing Ability to work to deadlines Attention to detail Organisational skills	Ability to work on own initiative Ability to identify problems and their attained solutions	C.V. Interview
Aptitude	Reliable Flexible approach to working conditions and working environment Honesty, tolerance, common sense, energy and sense of humour		C.V. Interview