



Administration Assistant - Person Specification

JOB REQUIREMENT		Essential	Preferred	* How assessed
Qualifications, knowledge and experience	A good standard of education including literacy and numeracy at a minimum of Level 2 (or equivalent standard)	✓		A & C
	Relevant Level 3 Qualification (or equivalent)		✓	A & C
	Excellent ICT skills including a good working knowledge of Microsoft 365 Applications i.e. Word, Excell, Outlook, Teams etc	✓		A & I
	Ability to use people systems and databases to accurately record and manipulate data with the ability to learn how to use new systems quickly	✓		A, I & T
	Previous experience of working in a role which requires a high level of attention to detail	✓		A, I & T
	Previous experience of working in a busy HR environment		✓	A & I
	Exceptional standard of written and oral communication at all levels, including handling a range of enquiries sensitively and confidentially.	✓		A & I
	Experience of minuting meetings		✓	A & I
Personal and interpersonal	Interacting and Presenting – Relating & Networking Establishes good relationships with stakeholder's and colleagues; Builds wide and effective networks of contacts inside and outside the organisation; Relates well to people at all levels; Manages conflict; Uses humour appropriately to enhance relationships with others	✓		I
	Organising and Executing - Planning and Organising Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones	✓		I
	Organising & Executing – Delivering Results & Meeting Customer Expectations Focuses on stakeholder needs and satisfaction; Sets high standards for quality and quantity; Monitors and maintains quality and productivity; Works in a systematic, methodical and orderly way;	✓		I
	Supporting and Co-operating - Working with People Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight	✓		I
	Adapting and Coping - Coping with Pressures and Setbacks Works productively in a pressurised environment; Keeps emotions under control during difficult situations; Maintains a positive outlook at work; Handles feedback well and learns from it	✓		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>).	✓		C
	Willingness to undertake safeguarding training when required.	✓		I

* A = application, C = clearances, I = interview, T = task