PERSON SPECIFICATION FOR ADMINSTRATIVE ASSISTANT

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| Requirements and Criteria | Essential/Desirable | Method of Assessment |
| Knowledge/Experience |  |  |
| Experience of working in administration, including use of IT systems (MS packages, outlook, invoicing packages) | E | Application and Interview |
| Experience of basic book keeping/raising invoices | E | Application and Interview |
| Skills/Abilities |  |  |
| Excellent time management skills and an ability to in a busy team, often with tight deadlines | E | Application and Interview |
| Strong attention to detail and accuracy | E | Application and Interview |
| Ability to take minutes in team and external meetings | E | Application and Interview |
| A flexible approach to managing a changing workload | E | Application and Interview |
| A positive and mature approach with integrity, tact and diplomacy, supportive of the ethos of the Shallowford Trust | E | Application and Interview |
| Other Requirements |  |  |
| To assist with other areas of work in the Trust as required in a small team | E | Application and Interview |
| Full driving license and access to own vehicle | E | Application |