



Person Specification - Admin Assistant

Attributes	Essential Criteria	Desirable Criteria
Education and Qualifications	5 GCSE's, Grade C or above, or equivalent, including Maths and English	
Experience and Knowledge	<p>Experience of dealing with customers and members of the public</p> <p>Ability to organise workload and meet targets</p> <p>Ability to maintain computerised and manual filing systems ensuring accuracy of the information recorded</p> <p>Ability to work on own initiative with minimal supervision</p>	<p>Experience of mapping tools</p> <p>Experience of iDox Uniform</p>
Ability and Skills	<p>Good oral and written communication skills</p> <p>Ability to communicate at all levels through a range of media (telephone, letter, email, face to face)</p> <p>Good computer literacy in Microsoft Word and Excel, and e-mail, with proficient and accurate keyboard skills</p> <p>Good organisational skills with the ability to meet tight deadlines whilst maintaining attention to detail.</p> <p>An effective team player to provide a quality service to customers</p> <p>A flexible, accurate and analytical approach</p> <p>Fluent in English</p>	
Equal Opportunities	Awareness and understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Additional Factors		Driving Licence