# PERSON SPECIFICATION

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| **Directorate:**  **Service:** Environmental Care | | **Post Title:** Administration Assistant  **Grade:** 7 - 11  **Post Number:** | | |
| **Attributes** | **Essential** | Desirable | | **How Identified** |
| Relevant Experience | Minimum 1 year experience of an office based customer-focused environment;  Familiar with all office equipment; | Experience in Local Government; | | Application form / Interview; |
| Education and Training | 5 GCSE passes at grade C or above, including maths and English , or equivalent; | BTEC in Business Administration or equivalent; | | Application form / Interview; |
| **Special Knowledge and Skills** | Good IT and keyboard skills, including Microsoft Word and Excel;  Good analytical skills, with ability to analysis statistical data;  Excellent communication skills, written and verbal;  Ability to meet deadlines and prioritise workload;  Ability to work as part of a team and organise tasks and work unsupervised; | Specialist training in IT and Software; | | Application form / Interview; |
| Any Additional Factors | Commitment to providing excellent customer service to the community;  Commitment to equal opportunities; |  | | Interview; |
| Prepared by: (Manager) ………………………………………….  Approved by: (Personnel) ………………………………………… | | | Date: …………………..  Date: ………………….. | |