

Personal specification for the post of
Administrative Assistant (part –time)



Criteria	Essential	Desirable	Tested by (CV, covering letter, interview)
Qualifications and training			
Maths and English GCSE or equivalent	X		CV
A levels or equivalent		X	CV
NVQ's (office skills) or equivalent experience		X	CV

Specific skills, experience and knowledge			
Enthusiasm and willingness to learn	X		Interview/Covering letter
Good standard of written and spoken English	X		CV/Covering letter Interview
Good standard of numeracy	X		CV
Good attention to detail	X		CV/Covering letter
IT skills – word processing	X		Interview/Covering letter
IT skills – databases and spreadsheets (Access and Excel)		X	Interview
Ability to organise and prioritise own workload	X		Interview

Personal and Interpersonal Qualities			
Able to relate positively to staff, Fellows and room hire users	X		Interview
Work effectively in a team and alone	X		Interview
Well organised and systematic	X		CV
Patient with enquiries and requests	X		Interview
Excellent interpersonal and communication skills	X		Interview
Ability to work and keep calm under pressure	X		Interview
Ability to take responsibility for own actions	X		Interview
Motivated and flexible in approach to tasks	X		Interview

Capacity for career development			
Willing and able to develop IT skills		X	Interview
Willing and able to learn new skills		X	Interview

Circumstances			
Ability to work outside normal hours (usually Thursday evenings and occasional Saturdays)	X		Interview