

## Person Specification



### Admin Assistant, N3

#### Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

- Knowledge and experience of using Microsoft Office applications and good keyboard skills.
- Good verbal and written communication skills.
- Ability to undertake clerical, financial and numeric tasks accurately with attention to detail.
- Ability to follow instructions and processes on a variety of admin tasks.
- Ability to gather accurate information.
- Ability to work as part of a team.
- Ability to provide administrative support maintaining confidentiality where appropriate.
- Understanding of the council's Equality policy, applying this in the workplace and the effect on delivery of services to customers.
- Providing good customer service both face to face and on telephone.

#### Desirable

- Knowledge of SIMs
- Assisting in the supervision of pupils, particularly at break times and lunchtimes.

#### Part B

The following criteria will be further explored at the interview stage:

- All points in essential above

Plus

- Any additional skills and experience
- Flexibility with regard to work location, hours of work and type of job assignments
- Commitment to NCC Equality and Diversity policies