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**ADMINISTRATIVE ASSISTANT (OUTREACH)**

**PERSON SPECIFICATION**

**PLEASE ENSURE YOU EVIDENCE YOUR EXPERIENCE IN NO MORE THAN 2 SIDES OF A4 PAPER**

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| **ESSENTIAL** | | **HOW IDENTIFIED**  AF: Application form  I: Interview  T: Task |
| Qualification/  training | * GCSE English & Numeracy * ICT training. | AF |
| Experience | * Relevant administrative experience within an educational environment. | AF  I |
| Skills/knowledge | * Effective verbal and written communication skills, including the ability to draft correspondence. * The ability to provide general clerical support to ensure an effective service is provided. * The ability to maintain manual and computerised records/management information system. * Experience of working with SAP and SIM computer programmes. * Undertake general financial administration e.g. processing orders, order resources. * The ability to work flexibly between two different ‘Services’. | AF  I  T |
| Other requirements | * The ability to maintain confidentiality and observe data protection guidelines * Show a willingness to learn new skills and undertake training. * An ability to build and sustain effective working relationships * The ability to work on own initiative or with others on tasks with minimum supervision. | AF  I |