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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 formI: InterviewT: Task |
| Qualification/training | * GCSE English & Numeracy
* ICT training.
 | AF |
| Experience | * Relevant administrative experience within an educational environment.
 | AFI |
| 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’.
 | AFIT |
| 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.
 | AFI |