

### Administrative Support Worker- Maternity Cover

#### Person Specification

Below are listed qualities and experience that are necessary for this post. We will be looking for evidence during the selection process that candidates fulfil all essential criteria. Please use this guide when completing the application form. The ABOUT YOU section of the application form is your opportunity to tell us how you meet the essential criteria.

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- GCSE English &amp; Maths at Grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>- NVQ Level II Business Administration or 2 years minimum of Administration experience</li> <li>- CLAIT / ECDL</li> <li>- RSA II Word Processing or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Working within small organisations/offices</li> <li>- Work effectively as part of a team</li> <li>- Microsoft Office 2010</li> <li>- Developing &amp; maintaining information systems</li> <li>- Minute taking</li> <li>- Data input</li> <li>- Internet/email/ Social Media</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of working with Carers</li> <li>- Involvement with voluntary organisations</li> <li>- Social Media for Business</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>- Pleasant telephone manner</li> <li>- Good listening skills</li> <li>- Excellent written &amp; verbal communication skills</li> <li>- Excellent numeracy skills</li> <li>- Excellent organisational abilities</li> <li>- Ability to prioritise workload</li> <li>- Working knowledge of Microsoft Office 2010</li> <li>- Excellent IT skills</li> </ul>	
<b>Attitude</b>	<ul style="list-style-type: none"> <li>- Friendly and welcoming manner</li> <li>- Empathetic and patient</li> <li>- Able to work without supervision</li> <li>- Self motivated</li> <li>- Flexible</li> <li>- Committed to Equal Opportunities</li> <li>- Respect, understand and apply confidentiality in the workplace</li> <li>- Be prepared to undertake appropriate training</li> </ul>	
<b>Working Arrangements</b>	<ul style="list-style-type: none"> <li>- Dress appropriate to the occasion</li> </ul>	<ul style="list-style-type: none"> <li>- Full driving licence and access to a car.</li> </ul>