

ADMINISTRATIVE SUPPORT OFFICER - PERSON SPECIFICATION

SELECTION CRITERIA	ESSENTIAL	DESIRABLE	HOW TESTED
Qualifications Minimum of 3 GCSE's Grades A-C (or equivalent) including English	X		Certificates
Knowledge/Experience/Skills			
Excellent administrative and organisational skills, including attention to detail.	X		Application form Interview
Good knowledge and experience of the Microsoft Office package, specifically Outlook, Word and Excel plus good keyboard skills.	X		Interview Test
Excellent interpersonal and communication skills particularly when dealing with bereaved families.	X		Application Form Interview
Understanding of basic book-keeping (computerised)	X		Interview
Experience of meeting agenda creation and minute-taking		X	Interview
Knowledge of updating and editing websites		X	Interview
Knowledge of preparing Risk Assessments		X	Interview
Ability to work on own initiative and as part of a team	X		Interview
Ability to take the initiative and be proactive	X		Interview
Ability to work in a calm, positive and effective manner even when under pressure	X		Interview
Ability to prioritise workload in order to meet deadlines	X		Application Form Interview
Flexible in working additional hours and becoming involved in other areas of the Council's service	X		Interview