

## ADMINISTRATIVE SUPPORT OFFICER - PERSON SPECIFICATION

SELECTION CRITERIA	ESSENTIAL	DESIRABLE	HOW TESTED
<b>Qualifications</b> Minimum of 3 GCSE's Grades A-C (or equivalent) including English		X	Certificates
<b>Knowledge/Experience/Skills</b>			
Excellent administrative and organisational skills, including attention to detail.	X		Application form and Interview
Good working knowledge of the Microsoft Office package, specifically Excel and Word	X		Interview  Test on the day will involve creating a small spreadsheet
Excellent interpersonal and communication skills particularly when dealing with bereaved families.	X		Application Form and Interview
Some knowledge of computerised book-keeping such as Sage Accounting (training will be given)		X	Interview
Experience of meeting agenda creation and minute-taking	X		Interview  Test on the day will involve writing minutes from a larger piece of text.
Knowledge of updating and editing websites with knowledge of WordPress being an advantage (training will be given)		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 and Interview
Flexible in working additional hours and becoming involved in other areas of the Council's service	X		Interview