**PERSON SPECIFICATION**

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| **Post Title: Personal Assistant to the Senior Management Team** |  |

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| Qualifications and Experience | | | |
| Criteria | Essential | Desirable | Method of Assessment |
| **Qualifications and Education** | Minimum RSA Level 3 Word Processing and/or typewriting or demonstrable level of experience working in a related role  5 GCSEs A-C Grade | Appropriate Customer Care related qualification  Shorthand and/or audio typewriting | Application |
| **Knowledge & Experience** | Experience of supporting senior management in a comparable personal assistant role  Experience of working in an office environment | Experience of working in a similar environment dealing with public and private sector organisations  Experience of financial and administration systems  Experience of providing customer care  Experience of reception duties | Application & Interview |
| **Skills** | Excellent communication skills  Excellent IT skills (Microsoft suite of products – word, excel etc)  Ability to work with confidential and sensitive information  Ability to use own initiative and manage own workload | Ability to demonstrate customer care, sensitivity and awareness and work with a wide range of partners | Application & Interview |
| **Personal Attributes** | Confident communication skills, friendly and approachable  Keen attention to detail, organised and efficient  Pro-active and flexible |  | Application & Interview |