**PERSON SPECIFICATION** 

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| POST | Administrative Assistant |
| **DIRECTORATE** | People |
| **DEPARTMENT** | Health and Recreation  |
| **LOCATION** | South Lake Leisure Centre  |

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| **FACTORS** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| Qualifications and training | * 5 GCSEs (Grades A-C) or equivalent/comparable including English and Mathematics.
 |  | Application |
| Experience | * One year’s experience in an administrative role including all of the following:
	+ Dealing with the public both face-to-face and by phone;
	+ Cash-handling, reconciliation and lodgment preparation;
	+ Invoicing and purchase ordering;
	+ Use of Microsoft Office applications including Word, Excel, Access.
 | * Experience of data analysis.
 | Application/Interview |
| Key skills, knowledge and attributes | * Excellent oral and written communication skills;
* Ability to achieve positive results through influencing skills;
* Ability to handle sensitive or difficult situations appropriately;
* Ability to work within a team;
* Ability to work on own initiative but within established procedures and guidelines.
* Understanding of health and safety requirements.
* Flexible approach to work demands.
 |  | Application/Interview |
| Driving |  |  |  |
| Working Arrangements/Flexibility | 37 hours per week. The post holder will be required to work outside normal hours including Bank Holidays, evenings and weekends. |  | Application/Self-assesment |