

## Person Specification : Administration Assistant (Maintenance)

SELECTION CRITERIA	ESSENTIAL	DESIRABLE	HOW TESTED
<b>Qualifications</b> Minimum of 5 GCSE's Grades A-C (or equivalent) including English	X		Certificates
<b>Knowledge/Experience/Skills</b>			
Ability to maintain accurate records	X		Interview, Provide evidence of doing something similar, Test
A personal commitment to providing a quality public service/customer care and prepared to go the extra mile	X		Interview
Good writing skills	X		Application Form Interview Test
The ability to access information and carry out research using the internet	X		Interview Test
Excellent interpersonal and communication skills	X		Interview
Good knowledge and experience of the Microsoft Office package, specifically, Outlook, Word, Excel (minimum intermediate level) plus good keyboard skills.	X		Interview Test
Good numerical skills		X	Evidence Test
Excellent organisational skills	X		Interview Test
Ability to work on own initiative and as part of a team	X		Interview
An interest in the local community and areas around town		X	Interview Evidence
Ability to take the initiative and be proactive	X		Interview

Attention to detail	<b>X</b>	<b>Interview/ Test</b>
Ability to work in a calm, positive and effective manner even when under pressure	<b>X</b>	<b>Interview</b>
Ability to prioritise workload in order to meet deadlines	<b>X</b>	<b>Application Form Interview</b>
Flexible in working additional hours and becoming involved in other areas of the Council's service	<b>X</b>	<b>Interview</b>
Driving Licence and access to a vehicle for work use	<b>X</b>	<b>Application and interview</b>