2026/0236

PERSON SPECIFICATION

JOB TITLE	Administrative Assistant
DIRECTORATE	Various Directorates
DEPARTMENT	Various Departments
LOCATION	Various locations across the Borough

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and training	• A minimum of five GCSE's (Grades A – C) or equivalent/comparable including English Language and Mathematics. ***(Please note relevancy should be clearly demonstrated)*** https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels	• Additional relevant qualifications.	Application

Experience	• One year's relevant experience in each of the following:
	  • General administration experience;
	  • Dealing with the public in a customer service capacity;
	  • Use of Microsoft Word and Excel.
		• Experience in the administration of accounts/invoices.	Application/ Interview

Key skills, knowledge and attributes	• Excellent written and verbal communication skills; • Effective team member; • Ability to undertake multiple tasks with minimal supervision; • Ability to work under pressure and organise and prioritise work; • Ability to act on personal initiative and take decisions within agreed guidelines; • Ability to exercise tact and discretion in relation to sensitive and confidential matters.		Interview
Working Arrangements/ Flexibility	37 hours between Monday - Friday 9.00 am – 5.00 pm. A flexible working hours scheme in operation. The post holder may be required to work additional hours and outside normal working hours to meet the needs of the post.		Self-assessment