

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

## Person Specification – Administrative Assistant

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Home-Start Administrator / Secretary.

This form also indicates how the different requirements may be assessed during the selection process:

A = Application Form, I = Interview, E = Exercise

<b>Person Specification - Administrator / Secretary</b>			
<b>ESSENTIAL</b>	<b>Method of Assessment</b>		
	<b>A</b>	<b>I</b>	<b>E</b>
<b>Education and qualifications</b>			
Good standard of education (GCSE, NVQ level 3 or equivalent)	✓		
Relevant secretarial/IT training	✓	✓	✓
<b>Employment history</b>			
Relevant previous or current employment	✓	✓	
<b>Skills and experience</b>			
Secretarial skills and experience, including typing and word processing	✓	✓	✓
Proficient at using Microsoft Office suite	✓	✓	✓
High standards of practice and presentation at work	✓		✓
Experience of administrative work	✓	✓	
Effective communication skills: written, verbal and telephone	✓	✓	
Ability to prioritise	✓	✓	✓
<b>Personal attributes</b>			
Ability to work as a member of a team		✓	
Ability to work on own initiative		✓	✓
Ability to establish and maintain effective relationships with a wide variety of people		✓	
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	✓	✓	
Understanding of the need for professional confidentiality	✓	✓	
<b>Special Requirements</b>			
Eligible to work in the UK	✓		
Occasional evening or weekend work		✓	
Willing to access training		✓	
<b>DESIRABLE</b>			
Experience of working in a small team	✓	✓	
Training in equal opportunities and diversity	✓	✓	
An interest in the needs of children and families	✓	✓	
Experience of working within a voluntary organisation	✓	✓	
Knowledge of committee procedure	✓	✓	
Experience of working with volunteers	✓	✓	
Qualifications in office practice	✓	✓	
Knowledge and experience of working to a budget	✓	✓	
Knowledge and experience of petty cash	✓	✓	
Knowledge and experience of book-keeping	✓	✓	
Knowledge and experience of typing reports	✓	✓	
Knowledge and experience of taking minutes	✓	✓	