

# Person Specification

## Administration Assistant

Criteria	Essential	Desirable
<b>Qualifications</b>		
Minimum of GCSE English and Mathematics at grade C or above (or equivalent).		✓
NVQ2 (or equivalent) in a relevant discipline	✓	
<b>Experience</b>		
Experience using Microsoft Office.	✓	
Experience of working in an office environment.	✓	
Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level.	✓	
<b>Knowledge and Skills</b>		
Knowledge/experience of general office work.	✓	
Good literacy and numeracy skills.	✓	
Good communication skills including telephone/reception skills.	✓	
Knowledge of and the ability to use office machinery e.g. photocopiers, scanners, shredding machine etc.	✓	
Working knowledge/use of databases and other software packages e.g. Microsoft Office (Word/Excel/Outlook etc.).	✓	

<b>Personal Qualities</b>		
Have a neat and organised approach to work.	✓	
Be willing, courteous and able to work both using your own initiative and in a team.	✓	
<b>Other Requirements</b>		
Respect confidentiality	✓	
Knowledge of maintaining financial information systems and making payments.		✓
In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level	✓	