



## Personal Specification - House Support Assistant

<b>Qualifications, Knowledge and Experience</b>	
English and Maths Grade C (4) or above.	<b>Essential</b>
A minimum of 2 years experience of working in a busy office environment and administrative support.	<b>Desirable</b>
Competent with Microsoft Office packages to include Word, Excel and Outlook.	<b>Essential</b>
Familiar with other Microsoft Office Packages to include PowerPoint, publisher and Teams.	<b>Desirable</b>
Basic Health and Safety understanding.	<b>Essential</b>
First Aid qualification	<b>Desirable</b>
<b>Skills, Abilities and Personal Qualities</b>	
Excellent administrative ability, accuracy of work and clear attention to details.	<b>Essential</b>
Excellent verbal and written communication skills.	<b>Essential</b>
Good organisation and time management skills.	<b>Essential</b>
Ability to work independently as well as within a team environment.	<b>Essential</b>
Ability to work with different workloads and track progress on a wide range of tasks.	<b>Essential</b>
Flexible and willingness to undertake varied responsibilities	<b>Essential</b>
Ability to deal positively with organisational change	<b>Essential</b>
<b>Suitability to work with Children</b>	
Enhanced DBS with Child Barred list check is required for this position	<b>Essential</b>