

### Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria listed below and as many of the desired criteria as possible.

Selection criteria			
Attribute	Relevant criteria	Rank (E=Essential, D=Desirable)	Identified by (I=Interview, A=Application, T=Test)
<b>Knowledge</b>	Know how to operate standard office equipment	E	A
	Knowledge of editing websites/Social Media	D	A
	Basic Book Keeping/Financial data entry	E	A
<b>Skills and abilities</b>	Ability to use a computer and Microsoft Office	E	A, T
	Ability to organise and prioritise a busy workload	E	I, A
	Ability to communicate in a confident and professional manner (in person, verbally & using written word)	E	I, A
	Ability to take and produce accurate minutes	E	I, A, T
	Ability to take on new tasks and become involved in areas outside of the role's immediate responsibilities	E	I, A
<b>Education and training</b>	ECDL or equivalent	D	A
	NVQ Business Administration level 2 or above	D	A
	GCSE Maths and English at grade C or above	D	A
<b>Experience</b>	Practical administrative or clerical experience	E	I, A
	Experience of working within in a small business environment	E	A
	Awareness of the local area	E	I, A
<b>Other</b>	Ability to work flexibly	E	I, A