

West Jesmond Primary School
Person Specification
Administrative Assistant – N4



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

Able to demonstrate

- Knowledge of Microsoft Office applications with the ability to create, manipulate and update spread sheets and databases and good keyboard skills.
- Good verbal and written communication skills.
- Ability to prioritise work to meet deadlines.
- Ability to undertake clerical, financial and numeric tasks accurately with attention to detail
- Ability to gather and collate accurate information in a required format.
- Ability to work as part of a team and on own initiative.
- Ability to provide administrative and clerical support maintaining confidentiality where appropriate.
- Understanding of the Council's Equality Policy, applying this in the workplace and the effect on delivery of services to customers.

Experience of:

- Providing good customer service skills, both face to face and on telephone.
- Responding to complex enquiries.

Desirable

- Knowledge of Council's systems, e.g. Citrix / SIMS
- Experience of processing grants and/or claims

Part B

The following criteria will be further explored at the interview stage:

- Any relevant points as listed above

Additional Requirements

None