

The Prospects Trust at Snakehall Farm

## Administrative Assistant Person Specification

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Criteria	Essential	Desirable
Skills and Abilities	<ul style="list-style-type: none"> <li>• Able to work in a methodical, organised and flexible manner</li> <li>• Able to gather information from various sources</li> <li>• Effective listening, verbal and written communication skills</li> <li>• Able to carry out tasks in allotted time</li> </ul>	<ul style="list-style-type: none"> <li>• Able to respond to queries and simple problem solving</li> <li>• Be an enabler and empathetic towards others</li> <li>• Experience in a customer facing role</li> <li>• Experience in a learning environment</li> </ul>
Experience and Qualifications	<ul style="list-style-type: none"> <li>• Computer literate and confident in Microsoft Office packages</li> <li>• Willing to undertake training and personal development</li> </ul>	<ul style="list-style-type: none"> <li>• Practical experience in a busy office environment</li> <li>• Experience of working with accounting software</li> </ul>
Interests	<ul style="list-style-type: none"> <li>• Committed to empowering people</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity of the issues facing Co-workers, their carers and families</li> <li>• Interest in social media and website maintenance</li> </ul>
Disposition	<ul style="list-style-type: none"> <li>• Able to maintain a high level of confidentiality at all times</li> <li>• Excellent attention to detail</li> <li>• Committed to equal opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to remain calm under pressure</li> </ul>
Circumstances	<ul style="list-style-type: none"> <li>• Intellectually robust</li> <li>• Able to work in a team and on own initiative</li> </ul>	