

## PERSON SPECIFICATION

<b>Job Title:</b>	<b>Administrative Support Assistant</b>
<b>Directorate &amp; Section/Unit:</b>	<b>Worcestershire County Council – Early Help – MASH Admin Team</b>
<b>Salary Grade:</b>	<b>Scale 3</b>

### EXPERIENCE:

It is **essential** that the post holder has:

- Demonstrable experience of working in children's social care or similar environment.
- Considerable experience in administration.
- Demonstrable computing experience, especially in the use of software packages of MS Office including the use of spreadsheets and databases.
- Considerable experience of office systems including the production of correspondence and reports, filing, arranging and minuting meetings, dealing with incoming enquiries, diary management, document copying & scanning, keeping records, setting up & using IT equipment
- Experience of setting up and managing administrative/financial systems.

It is **desirable** that the post holder has:

- Experience working on projects in collaboration with others.

### KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- An ability to extract, present and convey accurate information and to disseminate such information where required.
- The literacy to draft documents.
- The numeracy to compile and present numerate data.
- An ability to work effectively on joint activities with colleagues and /or representatives from partner organisations and agencies.
- A polite, efficient manner particularly when working under pressure and in circumstances where interruption may be common place.
- The ability to recognise, acknowledge and have regard to confidential and sensitive matters including child protection.
- A willingness to enhance personal performance by seeking out constructive feedback, gaining insight and awareness of personal strengths and challenges.
- Ability to prioritise own workload to meet the requirements of service users and managers.

### QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- Educated to NVQ Level 2 in a relevant subject or equivalent.

It is **desirable** that the post holder has:

- ECDL / IT qualification/certificate.

