



Person Specification

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St. Helens Council

Job Title: **Administration Assistant**

Ref No:

Knowledge	E = Essential D = Desirable	Identified by
Knowledge of using computer software packages e.g. word processing, spreadsheets, databases	E	Application / Interview
An understanding of legislation regarding Safeguarding	D	Interview
An understanding of Child Protection and Looked After Children Procedures and Meetings	D	Application / Interview
Understanding of Data protection and GDPR	E	Application / Interview
Skills and Abilities	E = Essential D = Desirable	Identified by
Able to develop and maintain databases	E	Interview / Assessment
Able to organise meetings	E	Interview / Assessment
Able to take, prepare and distribute Minutes	E	Interview / Assessment
Able to liaise with other professionals	E	Interview
Able to communicate information clearly and concisely both verbally and in writing	E	Application / Interview
Excellent administrative skills	E	Interview / Assessment
Able to plan and prioritise own workloads	E	Application / Interview
Able to work as part of a team	E	Application / Interview
Able to compile reports and retrieve Information	D	Interview
Able to accurately maintain computerised records.	D	Interview



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Experience	E = Essential D = Desirable	Identified by
Experience of developing databases and producing reports	E	Assessment
Experience of working in an office environment producing work of a high and confidential standard	E	Application / Interview
Experience of arranging and co-ordinating meetings and appointments	E	Application / Interview
Qualifications	E = Essential D = Desirable	Identified by
NVQ Level 2 or equivalent in Business Admin	D	Application / Certificate
RSA II Typing, Intermediate Text Production or equivalent	D	Application / Certificate / Assessment
An ability to fulfil all spoken aspects of the role with confidence through the medium of English	E	Interview