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| **Applicant Declaration of Achieving Essential (& Desirable) Criteria**  **Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Role:** Administrative Support | | |
|  | **Essential (& Desirable) Criteria** | **Please specify how you meet the essential criteria in each area.** |
| **Qualifications** | Minimum of 5 GCSE / O Levels or equivalent (including Grades A-C, or equivalent, in English Language and Mathematics) |  |
| **Experience** | **Desirable**  1 years’ experience in a fast-paced administration support role including:   * + Providing secretarial support e.g. correspondence, queries, taking minutes   + Maintaining calendars, office documents and filing systems   + Carrying out front or house/reception duties e.g. simple telephone switchboard/diary management, stock control, mail processing |  |
| **Job related Knowledge** | Excellent knowledge and understanding of the workings of a busy reception/administration  environment |  |
| Excellent proficiency in Microsoft Office to include, Word, Outlook, Excel and Power Point applications |  |
| **Skills and Competencies** | Excellent communication and interpersonal skills - oral and written, an excellent telephone manner is particularly important |  |
| Organised and flexible with good time management skills and ability to multi-task and |  |
| Capacity to work well under pressure with the ability to work independently or as part of a team |  |
| Self-motivated with ability to use own initiative |  |
|  | Ability to maintain confidentiality and adhere to data protection regulations |  |
| **Other requirements** | **Desirable**  Full UK driving licence, access to a car and willingness to travel as appropriate for the post |  |