

**Administrative Assistant [2026]  
Person Specification**

<b>Criteria</b>	<b>Specification</b>	<b>Method of Assessment</b>
<b>Qualifications</b>	<p>A-Level qualification or equivalent, or higher <b>[D]</b></p> <p>Relevant IT or Admin professional qualification or training <b>[D]</b></p>	<p>Application form and certificates</p> <p>Application form and certificates</p>
<b>Experience</b>	<p>Experience of day to day use of word processing, databases and spreadsheets. <b>[E]</b></p> <p>Experience of providing sensitive and accurate responses to a range of enquiries from the public, professionals and service users <b>[E]</b></p> <p>Preparing activities and providing supervision of volunteers <b>[D]</b></p> <p>Experience of developing, managing and improving the efficiency of systems in support of admin activities and processes <b>[D]</b></p> <p>Experience of processing, recording and reporting basic financial information to a high degree of accuracy <b>[D]</b></p> <p>Experience of learning and implementing new skills based on the needs of an office environment <b>[E]</b></p>	<p>Application form and Interview</p> <p>Application form and Interview</p> <p>Application form and Interview</p> <p>Application form and Interview</p> <p>Application form and Interview</p> <p>Application form and Interview</p>

## Administrative Assistant [2026] Person Specification

<p><b>Knowledge</b></p>	<p>Understanding of best practice and trends in efficient office based admin processes, and awareness of current IT tools that can support admin <b>[E]</b></p> <p>Understanding of principles and practice of relevant policies and legislation including data protection; Equal Opportunities; health &amp; safety; and child safeguarding <b>[E]</b></p> <p>Basic understanding of issues experienced by families and professionals relating to support bereaved children <b>[D]</b></p>	<p>Interview</p> <p>Application form and Interview</p> <p>Interview</p>
<p><b>Skills</b></p>	<p>Ability to set and manage own priorities, work independently without close supervision, and to act on own initiative where appropriate <b>[E]</b></p> <p>Good verbal and written communication skills <b>[E]</b></p> <p>Excellent planning and administration skills <b>[E]</b></p> <p>Attention to detail and high levels of accuracy <b>[E]</b></p> <p>Identifying own development and training needs <b>[E]</b></p> <p>Excellent relevant IT skills including Microsoft Office, CRM, and use of other relevant software and online packages to support efficient admin processes <b>[E]</b></p> <p>Good interpersonal skills <b>[E]</b></p> <p>Ability to handle difficult conversations in a calm, sensitive manner <b>[E]</b></p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

**Administrative Assistant [2026]  
Person Specification**

	<p>Ability to operate in a cohesive and supportive team within a busy office environment (team work) <b>[E]</b></p> <p>Ability to work effectively with people at all levels <b>[E]</b></p> <p>Able to work well under pressure and meet deadlines <b>[E]</b></p> <p>Ability to collate, interpret and present information <b>[E]</b></p> <p>Ability to support the effective learning of colleagues and the sharing of good practice <b>[E]</b></p> <p>Project management skills including the ability to multi-task a variety of responsibilities <b>[D]</b></p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p><b>Other requirements</b></p>	<p>Ability to drive and to provide own vehicle, insured for business use <b>[E]</b></p>	<p>Application form and Interview</p>