

BRADFORD WOMEN'S AID – PERSON SPECIFICATION

POST: ADMIN WORKER

	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience	<ol style="list-style-type: none"> 1. Administrative work in an office environment. 2. Use of Word applications in the production of documents. 	<ol style="list-style-type: none"> 1. Experience of admin work within a voluntary sector organization. 	Application form, interview and References
Qualifications	<ol style="list-style-type: none"> 1. Any relevant admin related qualification (or equivalent) 	<ol style="list-style-type: none"> 1. CLAIT, RSA 2 	Application Form, Certificate, Interview
Knowledge and Understanding	<ol style="list-style-type: none"> 1. Knowledge and understanding of the admin role as a key support role to the smooth running of the organization. 2. An understanding of the need for confidentiality and ability to maintain this 3. An understanding of and commitment to maintaining an equal opportunities environment 		Application form, Interview, References
Skills and Abilities	<ol style="list-style-type: none"> 1. IT literate with a thorough ability to use Microsoft Word to produce documents in a range of formats. 2. Excellent standard of literacy and numeracy. 3. Ability to improve systems wherever 4. Excellent written and verbal communication skills 5. Excellent organizational skills 	<ol style="list-style-type: none"> 1. A good knowledge of Microsoft Access, Excel and Publisher 2. Ability to drive and have access to own transport. 	Application form, Interview, References
DISPOSITION and ATTITUDE	<ol style="list-style-type: none"> 1. Ability to fulfill a range of tasks accurately and to tight deadlines 2. Ability to prioritise work, adapt to a varied work load and fulfill a range of tasks accurately under pressure 3. Able to work flexibly including some evenings. 		Application form, Interview, References