

**ADMINISTRATIVE ASSISTANT – Inclusive Learning , ESOL and Counselling
Person Specification**

Attributes	Essential	Desirable
Qualifications	High standard of literacy and numeracy HN level or equivalent	European Computer Driving Licence
Experience	Experience in a clerical/administration role High standard of IT skills, in particular experience using Word and Excel Experience of dealing with people at a wide variety of levels	Minute taking experience Desk top publishing Experience of dealing with adults who have additional support needs
Skills/Knowledge	Strong interpersonal skills Clear verbal and written communication skills Demonstrable skills using Excel to maintain records and provide reports Strong organisational skills	Ability to use Shorthand
Other	Able to prioritise work and work to deadlines Positive, flexible attitude to work Able to work well without supervision	Willingness to undertake appropriate staff development