

Patron: Nicola Wilson, Team GB Olympic Medallist

OFFICE ASSISTANT PERSON SPECIFICATION

The selection of candidates for the post will be based on the following criteria:

ESSENTIAL	PREFERRED
Qualifications Office administration experience	GCSE grade C or above in English and Maths
Capabilities and Skills Computer Literate using Microsoft software Experience of working with SAGE Financial experience including ordering, invoicing Good written and spoken communication skills	Experience of planning or organising a calendar of events Experience of using social media platforms
Interests and pursuits Interests that suggest a well-rounded personality	Interests that suggest a willingness to make a difference in the community
Personal Qualities Good attendance record Dependability and reliability Ability to accept responsibility Positive, proactive and enthusiastic Patience and empathy Excellent interpersonal skills with the ability to communicate effectively both verbally and in writing Ability to establish professional effective working relationships with a range of partners/colleagues Ability to relate to people from a wide range of backgrounds Adaptable and willing to learn Ability to work well as part of a team Appreciation of the need for confidentiality Commitment to further personal training	Outward looking Committed to making a difference Ability to relate to disabled people and their needs

and development	
Circumstances Circumstances that allow the level of commitment required	Full driving licence Car owner