

# Person Specification: Assistant Administrator

July 2021



Please check the following list of characteristics before completing the Application Form

Section 1 - Spirituality	Desirable	Essential
To be committed to the life of St John's and its ministries		X
To attend a morning Sunday worship service once a month	X	
<b>Section 2 - Legal</b>		
Documented legal entitlement to live and work in the UK in the role for which employed by the PCC		X
This role may require a DBS disclosure at a later date		
Two satisfactory, contactable references, one of which should be your current employer		X
<b>Section 3 - Personal Attributes</b>		
The ability to build good working relationships with the church leadership team		X
The ability to deal sensitively with members of the public and congregation		X
Good written and verbal skills in English		X
An exceptional eye for detail and high accuracy		X
Ability to work under pressure of deadlines and seasonal busy times		X
Flexible and adaptable, demonstrating an ability and willingness to cover other roles when required, work evenings or longer hours occasionally when required		X
High confidentiality, trustworthy		X
Ability to multi-task		X
See jobs through to completion		X
Highly organised		X
Excellent at time management and scheduling		X
Ability to work with staff and volunteers		X
Ability to work with initiative and a minimum of supervision		X
Ability and willingness to learn and to undertake training as necessary		X
Experience in an administrative role		X
Experience of working in a team		X
Experience of working with volunteers	X	
<b>Section 4 - Education</b>		
Educated to Level 3+ or equivalent (A-levels, GNVQ3, NVQ3, etc)	X	
<b>Section 5 - Computer skills/experience:</b> Applicants must have good current computer knowledge - and strong, demonstrable experience in or willingness and ability to learn:		
Microsoft Windows (Windows 10 or later)		X
Microsoft Word (preferably version 2010 or later)		X
Microsoft Excel (preferably version 2010 or later)		X
Microsoft PowerPoint, Outlook and Publisher (version 2010 or later)	X	
Any other Desktop Publishing software experience	X	
Website maintenance experience	X	
Any other experience on Databases	X	
Familiarity with Social Networking tools	X	
<b>Section 6 - General admin skill/experience</b>		
Experience in typing and document preparation		X
Experience using office machinery including the use of printers, copiers, etc.		X
Experience in document filing - both paper and electronically		X
Ongoing commitment to achieve a paperless office	X	
<b>Section 7 - Financial skills/experience</b>		
Numerate		X
Ability to handle cash, counting and balancing petty cash, etc.		X