

PERSON SPECIFICATION

Job Title: Part time Administrative Assistant (16 hours per week over 4 days)

Church/Circuit/District: Trinity Methodist Church Woking, Wey Valley Circuit

	Essential	Desirable	Method of Assessment
Education & Training			
GCSE or equivalent qualification in English	E		Q
Academic or vocational qualification in administration, customer service, or similar		D	Q
Proven Ability			
to communicate clearly (in writing and verbally)	E		A, I, W
Ability to work to deadlines	E		A,I
to maintain accurate computer records	E		A, I
To work confidentially with sensitive and personal data	E		A,I
to provide a high level of customer service	E		A, I
Special Knowledge & Skills			
Good knowledge of MS Office software inc. Word, Excel and PowerPoint	E		A, I, W
Excellent organisational skills		D	A, I
Experience of using online databases		D	A, I
Any Other Requirements			
Have a flexible approach to working pattern and working with others	E		I
DBS Certificate for Children and Vulnerable Adults will be required. This will be organised by the Church	E		I
Sympathetic to the aims and ethos of the Methodist Church and comfortable working in a Christian environment.	E		I

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)
(We reserve the right to assess any other aspects of the role in a format not previously described)