



THE
FRIENDLY
TRUST

Person Specification Administrator

Essential Skills / Experience	% Importance
Office skills & experience	100
Familiarity and competent use of computer applications such as WORD, EXCEL & ACCESS or equivalent programs	100
Clear neat handwriting	100
Organisational skills & time management e.g. recording, filing, servicing meetings.	100

Desirable Skills / Experience	% Importance
Relevant employment background	20
Sympathetic / understanding of issues affecting vulnerable people	20
Good communicator, telephone & reception skills	20
Polite and well presented	20
Excellent record of punctuality and attendance	20

Notes to candidates

Please refer to this document in detail when completing your Personal Statement. If you do not address each point in the Person Specification it is unlikely you will be shortlisted.