

PERSON SPECIFICATION - Administration Officer (maternity cover)

<u>Knowledge/Experience</u>	<u>Essential/ Highly Desirable/Desirable</u>
Experience of providing administrative support to senior staff, including diary management	E
Experience of providing general office administration	E
Experience of organising meetings, including room bookings, circulating papers and taking minutes	E
Experience of prioritising and managing a diverse workload	E
Experience of updating web content using WordPress	D
Experience of producing content for social media	D
<u>Skills and Abilities</u>	<u>Essential/ Highly Desirable/Desirable</u>
Organised, able to prioritise, with excellent time management skills	E
Excellent attention to detail	E
Excellent written and verbal communication skills	E
Well-developed IT skills, especially Microsoft packages	E
Ability to work independently as well as part of a team	E
Problem solving/analytical skills	HD
<u>Personal Qualities</u>	<u>Essential/ Highly Desirable/Desirable</u>
Self-motivated	E
Enthusiastic and approachable	E
Reliable	E
Flexible	E
Interested in contributing to improving health and social care services in Surrey	E
<u>Values</u>	<u>Essential/ Highly Desirable/Desirable</u>
Person-centred	E
Commitment to equality and diversity	E
Commitment to community-led development	HD