

## **Maths Hub NW3 Administrator**

### **Person Specification for the post of Clerical Assistant with Maths Hub**

<b>CRITERIA</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>WHERE MEASURED</b>
<b>Knowledge</b> 1 Knowledge of general clerical work 2 Knowledge of working with the public 3 Knowledge of Microsoft Office	Essential Essential Essential	Application Form/Interview Application Form/Interview Application Form/Interview
<b>Skills &amp; Abilities</b> 1 Demonstrates excellent communication skill 2 Demonstrate excellent telephone skills 3 Demonstrate excellent IT skills 4 Ability to work as part of a team	Essential Essential Essential Essential	Interview Interview Interview Interview
<b>Experience</b> 1 Experience of working within an office environment 2 Experience of carrying out clerical duties 3 Experience of working in an education environment	Essential  Essential Desirable	Application Form/Interview  Application Form/Interview Application Form/Interview