

Person Specification

Job Title: Office Assistant

Requirements	Essential or Desirable	Assessment
Qualifications/Education/Training: GCSE's (or equivalent) in English MS Computer Training	Desirable Desirable	
Experience: Previous administrative experience Experience of working in a similar role Managing a database	Essential Desirable Desirable	
Knowledge: IT literate (Word, Excel, Publisher, Access) Web Page Software - Word Press Social Media - Working understanding	Essential Desirable Essential	
Skills & Competencies: Good communication skills Ability to work flexibly Ability to work as part of a team and on their own Ability to prioritise and ability to manage workload Understanding of Data Protection issues Understand how a Baptist church works Ability to work to deadlines	Essential Essential Essential Essential Desirable Desirable Essential	
Personal attributes: Be supportive of the aims and objectives of the Church Self-motivated Ability to use own initiative Good time management skills Well organised Ability to maintain confidentiality Prepared to learn new skills Creative, comes up with ideas	Essential Essential Essential Essential Essential Essential Essential Desirable	