

Sheffield City Trust

Person Specification



Job Title: Estates Administration Assistant

Selection Criteria:

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE	MEASURED BY
Work Experience			
Administrative Experience	Experience working in a fast paced, complex administration environment working to strict deadlines.	Essential	Application/interview
Dealing with confidential information	Ability to handle sensitive and confidential information in line with SCT policies and GDPR and Data Protection Act requirements.	Essential	Application/interview
Team working	Experience as part of a team and achieving excellent results.	Essential	Application/interview
Problem solving	Demonstrated ability to solve problems, considering long term solutions and continuous improvement.	Essential	Application/interview
Knowledge			
Microsoft office	Knowledge of Microsoft Office 365 is at a high level. The ideal person is comfortable using Word and Excel and able to demonstrate a good understanding of each programme.	Essential	Application/interview
Estates knowledge	A basic understanding of Estates/Facilities/Maintenance within an administration setting.	Desirable	Application/interview

Health and Safety knowledge	A basic understanding of Health and Safety within an administration setting.	Desirable	Application/interview
Skills			
Attention to detail	An excellent attention to detail with an ability to consider multiple, varying conditions and take the appropriate actions.	Essential	
Record keeping	The ability to keep accurate records, maintaining confidentiality and work in a timely manner.	Essential	
Can do attitude	Displays a can-do attitude and enthusiastic at all times and is keen to take on big tasks and has an aptitude to take on new challenges that may be unfamiliar.	Essential	
Communication	Excellent communication and interpersonal skills.	Essential	
Building and developing relationships	Develops and maintains good working relationships with all employees at all levels of the organisation.	Essential	
Organisational skills	Excellent organisation and time management skills with the ability to deliver high quality work under pressure.	Essential	
Personal qualities	Flexible in their approach. Pragmatic with a balanced view of issues. Recognises and supports the importance of values in the organisation.	Essential	