

PERSON SPECIFICATION

POST TITLE

Personal Assistant to the Senior Leaders (Dave and Karen Smith)

	Essential	Desirable
Education and training	<ul style="list-style-type: none"> a) 5 GCSEs at Grade C or above including Maths and English Language (or equivalent) b) 2 A levels (or equivalent) 	<ul style="list-style-type: none"> a) Admin qualifications / training b) Degree

	Essential	Desirable
Relevant experience	<ul style="list-style-type: none"> a) A proven track record of providing high level administrative support b) Using own initiative to take a task through to completion c) Using Microsoft Outlook, Word, Excel and PowerPoint d) Producing and maintaining accurate and detailed information e) Working as part of a team f) Juggling various tasks and priorities to deadlines 	<ul style="list-style-type: none"> a) Experience in a Personal Assistant role b) Events Management c) Supervising volunteers d) Minute taking e) Transcribing dictated audio messages

	Essential	Desirable
Knowledge	a) Microsoft Outlook, Word, PowerPoint & Excel	a) Health & Safety b) Risk Management c) Data Protection

	Essential	Desirable
Skills and abilities	<ul style="list-style-type: none"> a) Excellent written and oral communication skills b) Excellent organisational skills c) Ability to prioritise and achieve deadlines d) Excellent administrative skills e) Good interpersonal skills f) Ability to maintain confidentiality g) Accuracy and attention to detail, particularly when working to tight deadlines h) Ability to work as part of a team 	

	Essential	Desirable
Other attributes	<ul style="list-style-type: none"> a) Committed Christian b) Adhere to the vision and values of KingsGate c) Willingness to work in a flexible manner d) Willingness to serve others e) Initiative and enthusiasm f) Positive and friendly manner with 'can do' approach g) Willingness to work non-standard hours when necessary h) Commitment to equality & diversity 	a)

This person specification was reviewed by the Senior Leaders in December 2019

KingsGate Community Church has a Smoke-Free Policy. Smoking is not permitted in any of the premises or vehicles owned or leased by the organisation.