

PERSON SPECIFICATION

Job Title: Circuit Administrator & PA to Superintendent Minister

Church/Circuit/District : Wey Valley Circuit 36/06

Attributes	Essential	Desirable	Method of Assessment
Education & Training			
	A well rounded education up to GCSE Level to include English and Maths	A level qualifications, Specialist secretarial or administrative qualifications	Q
Proven Ability			
	Experience of giving direct support to the head of a business	Significant experience of working in an administrative environment	A,I
	Self motivated & proactive with experience of planning ahead.		A,I
	Able to work alone, manage own time and prioritise amongst a range of tasks		A,I
Special Knowledge & Skills			
	A high level of IT awareness, able to confidently use the Microsoft Office suite of programmes	Experience of creating PowerPoint presentations and using Publisher	W
	Experience in keeping web sites up to date	Experience of interrogating an Access database and producing reports	A,I
Special Qualities or Aptitudes			
	Ability to relate effectively and confidently to a wide range of people, on behalf of a principal	Able to set and work to goals without direct supervision and to contribute effectively to a team	A,I
	Able to communicate effectively in person and in writing, with a high standard of presentation skills		A,I
	Flexibility. Able to adapt to changing priorities and circumstances		A,I
Any Other Requirements			
	Sympathetic to the aims and ethos of the Methodist Church and comfortable working in a Christian environment		I
	Clear DBS Record		Q

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)

(We reserve the right to assess any other aspects of the role in a format not previously described)

Last Date Modified: December 2022

Wey Valley Circuit Office, at Merrow Methodist Church
Bushy Hill Drive, Guildford, Surrey GU1 2SH

www.veyvalleycircuit.org.uk | circuitoffice@veyvalleycircuit.org.uk | 07808 046451