



Brent

Application Guidance - EAH Experts at Hand Administrator

Welcome

Application Guidance – EAH Experts at Hand Administrator

Thank you for your interest in the **EAH Experts at Hand Administrator** within Brent's SEND Outreach Service.

This guidance is intended to support candidates in preparing their supporting statement and understanding the key areas that will be assessed as part of the application process.

Please refer to the full Job Description to review the complete criteria for the role.

The criteria outlined below will be assessed at application stage.

How to Apply

- **Answer all pre-screening questions** - In addition to answering the questions, candidates should also ensure their supporting statement clearly addresses the criteria **outlined in the supporting statement** guidance below.

Submit supporting statement addressing the assessment areas set out below

- **Submit a CV**
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Supporting Statement Guidance

Your supporting statement should provide clear examples from your professional experience that demonstrate your knowledge, skills and impact in relation to the role.

You do not need to respond to each point individually; however, your statement

Knowledge and Qualifications

Please demonstrate:

1. Good working knowledge of process required to meet legislation, policies and standards of Local Government.
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Experience

1. Please provide examples demonstrating:
 2. Experience of providing business support in a busy environment.
 3. Demonstrable experience of accurate and timely data input and data management ensuring accuracy and confidentiality.
 4. Significant experience of and competency in using standard Office Packages.
 5. Experience of using defined business processes and giving guidance on them to colleagues.
 6. Experience of minute taking.
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Skills and Abilities

1. Please provide examples demonstrating:
 2. Strong time management and multi-tasking skills to meet tight deadlines.
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Important Note - Your supporting statement should focus on providing relevant evidence and practical examples that demonstrate how your experience and knowledge aligns with the essential application requirements of the role.

We encourage candidates to focus on the impact of their work, their professional approach and the outcomes achieved.