



Person Specification

## General Administrator

| Qualifications & Experience   | Essential | Desirable |
|---|-----------|-----------|
| • Experience of administrative work in a busy office environment.   | ✓         |           |
| • Good working knowledge of office equipment, including photocopier and telephones.   | ✓         |           |
| • Good literacy skills and numeracy skills  | ✓         |           |
| • Experience of working in a setting with young and vulnerable adults   |           | ✓         |
| • Experience of dealing with school admission processes   |           | ✓         |
| • Experience of HR functions and recruitment  |           | ✓         |
| Skills & Knowledge  | Essential | Desirable |
| • Good time management, organisational and administrative skills  | ✓         |           |
| • Good communication skills, including high standards of written communication, grammar and spelling                                    | ✓         |           |
| • Strong IT skills and knowledge of using different software packages   | ✓         |           |
| • Ability to work with tact and diplomacy and maintain confidentiality  | ✓         |           |
| • Ability to work under pressure to prioritise and meet deadlines   | ✓         |           |
| • Initiative and ability to work without direct supervision, taking responsibility for tasks, prioritising and scheduling your own work | ✓         |           |
| • Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required              | ✓         |           |
| Personal  | Essential | Desirable |
| • High expectations of self and others  | ✓         |           |
| • The ability to work to tight deadlines and under pressure   | ✓         |           |
| • A team player who is willing to go beyond their own responsibilities to help others at busy times                                     | ✓         |           |
| • Ability to remain calm under pressure and be approachable   | ✓         |           |
| • Ability to ensure confidentiality   | ✓         |           |
| • Resilience and determination coupled with the ability to support and show empathy   | ✓         |           |

GREATER THAN THE SUM OF ITS PARTS