

## PERSON SPECIFICATION

**JOB TITLE:** Senior Post-19 Administrator & Admissions Officer

**DATE:** October 2022

**RESPONSIBLE TO:** Head of Post-19

	Essential	Desirable
<b>Qualifications</b>	<p>Good level of educational attainment up to A level.</p> <p>5 GCSEs or equivalent. Passes in Maths and English at grade C or above.</p>	<p>Secretarial qualification</p>
<b>Experience</b>	<p>Experience of general office tasks (e.g. scanning, filing, setting up basic databases and mailing lists, answering telephone queries, conducting basic research).</p> <p>Solid administration experience.</p>	<p>Experience of working for a charity.</p> <p>Experience of working in an educational setting.</p> <p>Experience as a Administrator</p> <p>Experience as a PA</p>
<b>Skills</b>	<p>Strong Microsoft Office skills (including Word and Excel).</p> <p>Excellent communication and interpersonal skills</p>	

	Essential	Desirable
	<p>Strong administrative, time management and organisation skills.</p> <p>Good team working skills</p> <p>Ability to compose clear and concise letters and e-mails.</p> <p>Accuracy and attention to detail.</p> <p>Positive and enthusiastic attitude</p>	
<b>Abilities</b>	<p>Able to quickly develop excellent working relationships with a range of people.</p> <p>Ability to research information efficiently.</p> <p>Literate, numerate and articulate.</p>	
<b>Essential personal qualities</b>	<p>Able to take initiative.</p> <p>Commitment to high standards of work.</p> <p>Flexible, adaptable and able to relate well to different types of people.</p> <p>A commitment to safeguarding and promoting the welfare of children and young people.</p>	