

ADMIN OFFICER

PERSON SPECIFICATION

APPLICATION SHOULD NOT EXCEED 2 SIDES A4

AREA	ESSENTIAL CRITERIA	METHOD OF ASSESSMENT*
QUALIFICATIONS TRAINING/EXPERIENCE	Minimum of 4 GCSEs at Grade C/4 or above including Maths and English.	AF/I/R
	ICT Training or good knowledge of ICT.	AF/I/R
	Relevant and recent administrative experience within a busy office environment.	AF/I/R
	Knowledge of Management Information System (SIMS) and associated data entry procedures.	AF/I/R
	Experience of creating or improving administrative systems.	AF/I/R
	Experience of working with a financial programme.	AF/I/R
	Experience of dealing with customers, both in person and over the telephone.	AF/I/R
SKILLS/KNOWLEDGE	Effective verbal and written communication skills, including the ability to draft correspondence, mail merge etc.	AF/I/R
	Undertake 'Reception' duties including welcoming/signing in visitors and taking telephone calls.	AF/I/R
	The ability to provide general clerical support to ensure an effective service is provided.	AF/I/R
	The ability to maintain manual and computerised records/management information system.	AF/I/R
	Undertake general financial administration.	AF/I/R
	Excellent organisational and interpersonal skills.	AF/I/R
	Competent in all areas of Microsoft programmes.	AF/I/R
	Ability to manage conflicting demands.	AF/I/R

	Ability to work successfully within a team.	AF/I/R
OTHER REQUIREMENTS	The ability to maintain confidentiality and observe data protection guidelines.	AF/I/R
	Show a willingness to learn new skills and undertake training.	AF/I/R
	An ability to build and sustain effective working relationships.	AF/I/R
	Able to work on own initiative and independently.	AF/I/R
	Ability to work under pressure, manage time effectively and prioritise workload.	AF/I/R
	Ability to be flexible and respond to need as it arises.	AF/I/R
	Good work ethic.	AF/I/R
	A good sense of humour.	AF/I/R

Method of Assessment:

AF: Application Form

I: Interview/Tasks

R: References