

PERSON SPECIFICATION

TITLE	Administrator
ESSENTIAL	<ul style="list-style-type: none"> • GCSE English & Maths (Grade C or above). • Good organisation skills, flexibility, and autonomy. This includes the willingness to travel to different bases. • Purchasing of office supplies and equipment. • Travel & accommodation reservations. • Outlook calendar/diary management. • Hospitality & Reception duties. • Excellent IT skills including Microsoft Word, Excel, Powerpoint and Database applications. • Effective communicator. • Excellent organisational skills with methodical, logical approach. • Ability to work to deadlines under pressure and prioritise workloads. • Understanding of confidentiality/discretion. • Self-motivated and self-disciplined. • Interpersonal skills. • Able to deal sympathetically with children and families. • Team player but able to work on own initiative. • Responsible, reliable and a good time keeper.
DESIRABLE	<ul style="list-style-type: none"> • Full and current driving license. • Access to a car.