



Administrator Person Specification

Job Title: ADMINISTRATOR

Job Vacancy No:

Establishment:

		<u>Essential</u>	<u>Desirable</u>
<u>Knowledge</u>			
1	Knowledge of what constitutes good office practice	✓	
2	Knowledge of management processes included in the job description	✓	
3	Knowledge of key aspects of Health and Safety legislation as it applies to an office environment	✓	
4	Knowledge of key aspects of other legislation such as Data Protection, Anti-discrimination etc	✓	
<u>Skills and Abilities</u>			
1	Ability to attend work punctually and reliably	✓	
2	Ability to communicate effectively, verbally and in writing, on a variety of topics with a wide range of other people	✓	
3	Ability to manage own time to deal with multiple tasks effectively	✓	
4	Ability to manage a busy environment and ensure the delivery of an efficient and personable service to internal and external people	✓	
5	Ability to take decisions and action on basis of own initiative	✓	
6	Ability to deliver a high quality service through a team of Admin staff	✓	
7	Ability to carry out supervisions and appraisals, which leads to motivated staff and improved performance	✓	
8	Ability to plan and organise	✓	
9	Ability to evaluate and develop systems	✓	
10	Ability to produce complex documents (presentations, statistical, management reports, graphs etc)		✓
11	Ability to accurately interpret the needs of others and provide appropriate administrative solutions	✓	
12	Ability to set up and maintain efficient systems for the storage and easy retrieval of information (paper and computer-based)	✓	
13	Ability to manage financial accounts and budgets	✓	



		<u>Essential</u>	<u>Desirable</u>
14	Ability to work collaboratively with other managers	✓	
15	Ability to use current versions of Microsoft Office applications competently (Word, Excel, Outlook)	✓	
16	Ability to influence the standard of implementation of procedures by managers in other departments		✓
17	Ability to ensure that appropriate levels of confidentiality are maintained	✓	
18	Ability to deliver effective coaching and training to other staff	✓	
19	Ability to type quickly and accurately (from audio tape where appropriate)	✓	

Qualifications

1	No criminal record including convictions, cautions, reprimands, bindings over or warnings which may be relevant to the safety and welfare of students/residents or staff	✓	
2	NVQ level 4 in Administration or equivalent (may be achieved whilst in post)		✓
3	Recognised typing/word processing qualification	✓	
4	Recognised award in management at level equivalent to NVQ level 3		✓
5	Minimum of GCSE English and Maths or equivalent (or ability to prove competence at equivalent level)	✓	

Experience

1	Experience of leading a team effectively in an office environment	✓	
2	Experience of organising multiple tasks and managing own time effectively	✓	
3	Experience of working with quality standards (eg ISO 9002)		✓