



**PERSON SPECIFICATION  
Administrator**

SKILLS & EXPERIENCE		Essential	Desirable
1.	Knowledge of and commitment to equality and diversity.	√	
2.	Importance of maintaining confidentiality.	√	
3.	Ability to prioritise and follow instructions.	√	
4.	Willingness to learn.	√	
5.	Basic computer skills e.g. Word, Outlook, Excel.	√	
6.	Ability to access information via the internet.	√	
7.	Good verbal and written communication skills.	√	
8.	Able to answer the phone, deal with general enquiries and pass on relevant information.	√	
9.	Ability to be polite and professional at all times.	√	
10.	Ability to accurately maintain both manual and computerised records and the confidence to highlight any inaccuracies.	√	
11.	GCSE's (or equivalent) in English and Maths at grade C or above.	√	

In your personal written statement please ensure that you give specific examples and evidence of **how, when, where and why** you meet the requirements of the person specification i.e. what you are doing or have done in the past that is similar or transferable to our requirements. Some of this evidence may not be work related but still relevant to this post.

January 2017