

PERSON SPECIFICATION

(Supporting the Policy on Equal Opportunities in Employment)

JOB DETAILS:

Job Title: Administrator

Directorate: Operations

Location: England South

Status: Fixed term

Hours: 30 hours per week

Reporting to: Senior Administrator

FACTOR	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none"> • Good general educational background 	<ul style="list-style-type: none"> • Qualification in Administration
Skills & Knowledge Range and level of skills	<ul style="list-style-type: none"> • Full range of IT skills using the Microsoft suite • Good interpersonal skills • Good analytical skills and ability to continually develop systems and processes • Planning and organisational skills • Database experience • Minute taking experience <p>Ability to maintain confidentiality and compliance with General Data Protection Regulation requirements</p>	<ul style="list-style-type: none"> • Quality standards skills
Personal Attributes The personal qualities required e.g. exercising initiative, organising, problem solving	<ul style="list-style-type: none"> • Strong team working skills • Well organised, and able to handle and progress a demanding workload to strict deadlines • Good numeracy and literacy skills • Keeping calm under pressure • Has a proactive 'can do' positive approach and is self-motivated and hands on • High level of attention to detail 	

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	Flexible approach to work to meet demands of the service and changing priorities	
Other Requirements	<ul style="list-style-type: none">• (Standard) DBS/Disclosure Scotland	<ul style="list-style-type: none">• Full Driving license