



## Person Specification - Administrator

### Assessment

| 1. Experience and Qualification          | E/D      | 1 | 2 | 3 | Comments |
|--|----------|---|---|---|----------|
| Good level of spoken and written English | <b>E</b> |   |   |   |          |
| In a busy administrative role            | <b>D</b> |   |   |   |          |



### Person Specification - Administrator

| Experience and Qualifications<br>(cont)  | E/D | 1 | 2 | 3 | Comments |
|--|-----|---|---|---|----------|
| Experience of working with confidential / sensitive information and working knowledge of the General Data Protection Regulations | E   |   |   |   |          |
| Relevant Administrative qualification  | D   |   |   |   |          |
| Experience of minute / note taking   | D   |   |   |   |          |
| Experience of marketing / supporting marketing function  | D   |   |   |   |          |



## Person Specification - Administrator

### Assessment

| 2. Skills and Competencies  | E/D | 1 | 2 | 3 | Comments |
|---|-----|---|---|---|----------|
| Good working knowledge of Microsoft applications (proficient in Word, Excel & Outlook)                              | E   |   |   |   |          |
| High level of accuracy and attention to detail  | E   |   |   |   |          |
| Excellent interpersonal skills / ability to communicate verbally (English) both face-to-face and over the telephone | E   |   |   |   |          |
| Good level of numeracy  | E   |   |   |   |          |



### Person Specification - Administrator

| Skills and Competencies (cont.)  | E/D | 1 | 2 | 3 | Comments |
|--|-----|---|---|---|----------|
| Ability to work on, and use, own initiative appropriately  | E   |   |   |   |          |
| Ability to focus in a busy working environment   | E   |   |   |   |          |
| Problem solving skills   | E   |   |   |   |          |
| Excellent IT skills – use of hardware – printers, scanners, USB – and software –creating, naming & filing documents. | E   |   |   |   |          |



### Person Specification - Administrator

| Skills and Competencies (cont)   | E/D | 1 | 2 | 3 | Comments |
|--|-----|---|---|---|----------|
| Ability to use social media including Facebook, Instagram, and Twitter, (ideally in a work context.) | D   |   |   |   |          |
| Ability to function effectively as part of a team/good team player                                   | E   |   |   |   |          |
| Customer care skills   | E   |   |   |   |          |
| Considered and sensible (common sense) approach  | E   |   |   |   |          |
| Logical approach to workload, able to prioritise own workload and manage time effectively            | E   |   |   |   |          |



### Person Specification - Administrator

| 3. Attitude and Personality  | E/D | 1 | 2 | 3 | Comments |
|--|-----|---|---|---|----------|
| Calm under pressure  | E   |   |   |   |          |
| Professional Approach  | E   |   |   |   |          |
| Enthusiastic and self-motivated  | E   |   |   |   |          |
| Awareness of / appreciation of confidentiality                         | E   |   |   |   |          |
| Understanding of, and commitment to, Equality, Diversity and Inclusion | E   |   |   |   |          |



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| Attitude and Personality (cont.)  | E/D | 1 | 2 | 3 | Comments |
|---|-----|---|---|---|----------|
| An interest in the organisation's aims and objectives   | E   |   |   |   |          |
| Able to perform all duties and tasks with reasonable adjustments in accordance with provisions of Equality Act 2010 | E   |   |   |   |          |



## Person Specification - Administrator

| Key:  | Overall Summary |
|---|-----------------|
| <p>E = Essential – skills, qualities, experience considered <b>essential</b> for the role</p> <p>D = Desirable – skills, qualities considered <b>desirable</b> for the role</p> <p>Assessment:</p> <ol style="list-style-type: none"> <li>1. meets criteria well</li> <li>2. meets criteria adequately</li> <li>3. does not meet criteria</li> </ol> <hr style="border: 0.5px solid black;"/> <p><b>Successful/Unsuccessful/Reserve</b></p> <p><b>Completed by: (sign)</b></p> <p><b>Date</b></p> |                 |