

Administrator: Person Specification

Qualifications

Desirable:

- A recognised qualification in typing or word processing (RSA, CLAIT, NVQ, City and Guilds or equivalent)

Means of assessment:

- Application form and certificates

Experience

Essential:

- Working in a busy office environment.
- Performing a wide-range of administrative and secretarial tasks including word-processing, photocopying and e-mail.
- Working with Microsoft Office.
- Working with Microsoft Publisher or other desk-top publishing packages.
- Maintaining administrative systems.
- Dealing with people on the phone and in person.

Desirable

- Using Microsoft Access or other packages for database management.
- Working with disabled people or volunteers.
- Organising meetings or events.
- Dealing with petty cash.

Means of Assessment

- Application form, interviews and references.

Skills and abilities

Essential:

The ability to:

- Produce letters, minutes and reports to a high standard of presentation.
- Produce leaflets and brochures to a high standard.
- Work as part of a team.
- Prioritise and plan your work.
- Manage a varied workload.
- Assist in the organisation of events and meetings.
- Communicate clearly and appropriately with a wide range of people.

Desirable

The ability to:

- Produce information in accessible forms.
- Support volunteers to do routine administrative tasks.

Means of Assessment:

- Application form, interview and references.

Personal Qualities

Essential:

- Enthusiastic and positive.
- Friendly.
- Well organised.
- Able to work with a wide range of different people
- Able to demonstrate in practice Skills for People's values

Means of Assessment:

Interview and references.