

Person Specification

Post:	Education Administrator
Department:	Education

	Essential Criteria	Desirable Criteria
Education/ Training	GCSE in English Language and Maths grade A-C	A' Levels
Background/ Record of Achievement	Experience of working in a busy office environment Involvement in event organisation and training	Experience of working with healthcare professionals Experience of event and project co-ordination IT Qualification
Knowledge/ Skills/ Ability	Ability to work as part of a successful team Good level and understanding of IT skills in Word, Excel and Outlook Knowledge of co-ordinating events and projects Ability to work with professionals and volunteers Can meet deadlines and work under pressure Good prioritisation skills and time management Can use own initiative as appropriate Good customer care and people skills Problem solving	NVQ 3 in Customer Services Marketing and advertising skills
Qualities/ Attributes	Excellent team player and communication skills Organised and efficient Ability to respect and maintain confidentiality Integrity and Honesty	
Other Requirements	Full current driving licence with ability and willingness to use own vehicle.	