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| **Job Title:** | **Administrator** | |
| **FACTORS** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and attainments** |  | Suitable relevant qualification.  Full current UK driving licence with access to own car. |
| **Work and other experience** | Minimum of 2 years’ experience in a similar administration role. |  |
| **Skills** | Excellent keyboard skills and extensive knowledge of Microsoft Office in particular Excel, Word and databases. | Experiencing of working with Microsoft 365 |
|  | Exceptional organisational and administration skills |  |
|  | Ability to produce accurate work. |  |
|  | Excellent numerical and literacy skills to undertake a wide range of tasks. |  |
| Ability to work under pressure and prioritise competing deadlines. |  |
| A working knowledge of social media |  |
| A friendly, helpful and approachable manner. |  |
| Excellent interpersonal and communication skills. |  |
|  | Ability to work as a member of a team. |  |
| **Special aptitudes** | Ability to work flexible working hours when required for travel and attendance at events | A well-balanced range of interests. |

