

Administrator - Person Specification

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Home-Start Administrator

This form also indicates how the different requirements may be assessed during the selection process:

A = Application Form, I = Interview

ESSENTIAL	Method of Assessment	
	A	I
Qualifications, Training, Experience		
Good standard of education	✓	
Relevant secretarial/IT training	✓	✓
Employment History		
Relevant previous or current employment	✓	✓
Skills and Experience		
Secretarial skills and experience, including typing and word processing	✓	✓
Proficient at using Microsoft Office suite	✓	✓
High standards of practice and presentation at work	✓	✓
Experience of administrative work	✓	✓
Knowledge and experience of petty cash	✓	✓
Knowledge and experience of taking minutes	✓	✓
Effective communication skills (written and verbal)	✓	✓
Ability to multi-task and prioritise	✓	✓
Flexibility to adapt work to suit changing needs	✓	✓
Personal attributes		
Ability to work as a member of a team	✓	✓
Ability to work on own initiative	✓	✓
Ability to establish and maintain effective relationships with a wide variety of people	✓	✓
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	✓	✓
Understanding of the need for professional confidentiality	✓	✓

Special Requirements		
Eligible to work in the UK	✓	
Occasional evening or weekend work		✓
Willing to access training		✓
Valid UK driving licence and access to a car	✓	✓

DESIRABLE		
Experience of working within a voluntary organisation	✓	✓
Experience of working with volunteers	✓	✓
An interest in the needs of children and families	✓	✓
Experience of creating social media posts and content	✓	✓
Experience of creating publicity material, eg flyers, using Canva	✓	✓
Training in equal opportunities and diversity	✓	✓