

Person Specification for Circuit Administrator

Attributes:	Essential:	Desirable:	Method of assessment:
Education and training	Educated to GCSE level C+ or equivalent incl. Maths and English.		A, S
		Administrative qualification	A
	Full Driving Licence		A
Proven Abilities & Skills	Familiar with IT, e.g. Updating and maintaining websites, use of social media		A, S, I
	Able to use Word, Power Point, Excel and Publisher or equivalent		A, S, I
	Able to communicate effectively in writing and orally		A, I
		Experience of administration role	A, I
Personal attributes and other requirements	Able to set and work to goals without direct supervision		I, R
	Able to adapt to changing circumstances and priorities		I
	Able to work as part of a team and on own initiative		I, R
	Enthusiastic and self-motivated Willingness to be flexible with working hours		A, I R
	Behave ethically and honestly in all activities done on behalf of the Circuit, including observation of confidentiality		I, R
	Demonstrate a commitment to the Church's values, including diversity and inclusiveness		A, I, R

Key: A = Application form; S = Shortlisting ; R = References; I = Interview