PERSON SPECIFICATION

POST	**ADMINISTRATOR**	DEPT	**CENTRAL ADMINISTRATION**
GRADE	**ADMIN & SUPPORT**	REF NO	**013-19**

EDUCATION / TRAINING		CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P)
Level 2 IT qualification		**D**	**AF / I**
GCSE English and maths (minimum A –C grade) or equivalent		**E**	**AF / I**

RELEVANT EXPERIENCE		E / D	MEASURED BY
Current or recent administration experience working in a busy office environment		**E**	**AF / I**
Experience of providing reports e.g. monitoring budgets using Excel		**E**	**AF / I** **AF / I**
Experience of providing an excellent customer service		**E**	**AF / I**
Experience of working in a team		**E**	**AF / I**
Experience of inputting data and information		**E**	**AF / I**
Experience of using a range of computer packages including word, excel, database, email and internet		**E**	**AF / I**
Experience of organising filing systems		**E**	**AF / I**
Experience of working within an educational establishment		**D**	**AF / I**

RELEVANT KNOWLEDGE/ SKILLS & APTITUDES		E / D	MEASURED BY
Excellent interpersonal and communication skills to work with a variety of people at all levels		**E**	**AF / I**
Good organisational skills with the ability to multi task under pressure		**E**	**AF / I**

	E / D	Measured By
Ability to work accurately and have excellent attention to detail	E	AF / I
Ability to manage competing priorities and deadlines	E	AF / I

SPECIAL REQUIREMENTS		E / D	**MEASURED BY**
The post holder will be required to maintain confidentiality		E	AF / I
Flexibility and a capacity to adapt to the changing demands of the job including occasional out of office working		E	AF / I
Committed to the principles of valuing diversity and equal opportunities		E	AF / I
Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all its staff and volunteers to share this commitment		E	AF / I