



Person Specification

Post	Executive Administrator		Dept:	Principalship
Grade	Admin / Support Scale		Ref No	002-20

EDUCATION / TRAINING	CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AF)
2 GCSE's or equivalent in Maths and English.	E	AF/I
Word Processing Qualification to include data bases and spreadsheets.	D	AF/I
NVQ level 2 or equivalent in Business Administration	D	AF
CLAIT or ECDL qualification to a level 2 standard or equivalent.	D	AF
RELEVANT EXPERIENCE		
Experience of working in a busy office environment	E	AF
Experience of dealing with a variety of people from diverse backgrounds and at various levels, face to face or via the telephone.	E	AF
Experience of working within an educational establishment.	D	AF
Customer services experience.	D	AF
RELEVANT KNOWLEDGE/ SKILLS & APTITUDES		
Excellent communication skills both written and verbal	E	AF/I
Ability to touch type	E	AF/I
Ability to work on own initiative and be self-motivating.	E	AF/I
Ability to work as part of a team	E	AF/I
Good working knowledge of MS Word, MS Excel, MS Outlook	E	AF/I

SPECIAL REQUIREMENTS	E / D	MEASURED BY
The successful post holder would be expected to have a flexible approach to their work.	E	AF/I
The successful applicant will need to have a DBS check to work in the College environment.	E	AF/I
The post holder would be required to demonstrate an ability to discretion and maintaining confidentiality	E	AF/I
Must be willing to undertake appropriate training and development in order to meet the requirements of the college.	E	AF/I
Awareness of health and safety requirements.	E	AF/I
Commitment 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 staff and volunteers to share this commitment.	E	AF/I