

Person Specification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Post  | FM Administrator |  | Dept | estates |
| Grade | Admin scale |  | Ref No | 022-24 |

|  |  |  |  |
| --- | --- | --- | --- |
| Education / Training |  | Criteria Essential (E)Desirable (D) | Measured ByInterview (I)Application (AF)Assessment Ctre (AC)Presentation (P) |
| * GCSE in English and Maths (Grade A – C) or equivalent.
* Level 2 IT qualification
 | ED | AF/IAF/I |
| Relevant Experience |  |  |  |
| * Experience of working in a busy fast pace office environment.
* Experience of setting up systems and keeping electronic and manual records.
* Experience of working in team environment.
* Experience of working within a customer service function.
* Experience of inputting data and information.
* Experience of using a range of computer packages including word, excel, database, email and internet Ebis /or similar finance software.
* Experience of working in a Facilities Management Function.
 | EEEEEED | AF/IAF/IAF/IAF/IAF/I/ACAF/I/ACAF/I |
| Relevant Knowledge/ Skills & Aptitudes |  |  |  |
| * Excellent interpersonal and communication skills – to work with a variety of people at all levels e.g. empathy, listening skills.
* Good organisational and administrative skills and ability to manage own workload.
* Ability to collect and collate statistical and qualitative data.
* Good attention to detail.
* Ability to work on own initiative , under pressure and be self-motivating.
* Ability to prioritise workload.
* Ability to use a range of computer programmes (e.g. Word, Outlook, Access, Excel)
* Ability to work effectively within a team.
* Ability to maintain confidentiality and be discreet.
* Ability to input data accurately and in a timely manner.
* Experience of working in an education environment.
 | EEEEEEEEEED | AF/IAF/IAF/I/ACAF/IAF/IAF/IAF/I/ACAF/IAF/IAF/I/ACAF/I |
| Special Requirements |  |  |  |
| * Be punctual and reliable.
* Demonstrate a professional but friendly manner.
* The successful post holder would be expected to have a flexible approach to their work.
* The successful applicant will need to have an Enhanced DBS check to work in the College environment.

* Must be willing to undertake appropriate training and development in order to meet the requirements of the college.
* Awareness of health and safety requirements.
* Willing to be part of Fire Safety Team and First Aider
* Commitment to the principles of valuing diversity and equal opportunities.

* 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.
* The post holder may be required to travel to other Bolton College sites / venues in the undertaking on their duties.
* To demonstrate an interest in the field of Human Resources.
* Some flexibility maybe required with regards to hours of work – advance notification will be given.
 | EEEEEEEEEEEE | AF/IIAF/IAF/IAF/IAF/IAF/IAF/IAF/IIII |