

Person Specification Board of Education Administrator & Receptionist

Attributes	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Professional experience in administrative work • Educated to a good general standard 	<ul style="list-style-type: none"> • Relevant qualifications in administration and secretarial work or similar level qualifications • Education to degree level
Experience and skills	<ul style="list-style-type: none"> • Literate and numerate, with proven administrative and organisational skills • IT literate: able accurately and effectively to handle word processing, spreadsheets, databases and websites • Competence in the use of Microsoft Office, including use of Excel • High level of competence with office systems: able accurately to develop and maintain an extensive filing system and reliably retrieve documents • Ability to prepare and produce high quality documents • Efficient with administration • Able to work independently in handling a diverse workload and in keeping to deadlines • Strong verbal communications skills and ability to produce clear written records and reports; 	<ul style="list-style-type: none"> • An understanding of the Church of England/parish system and the wider organisation of the diocese • Experience of working with schools and volunteers.

Personal Qualities	<ul style="list-style-type: none"> • Ability to interact tactfully and sensitively with people • Excellent communication skills (verbal and written) • Ability to work proactively on own initiative • Ability to work collaboratively as part of a team • Good organisational and time management skills to manage a busy workload • Ability to maintain complete confidentiality • Resilience under pressure and a calm, compassionate and confident manner • Friendly and approachable demeanour • Ability to work flexibly • In sympathy with the aims and objectives of the Church of England • A person of integrity 	<ul style="list-style-type: none"> • Evidence of continued learning
General		<ul style="list-style-type: none"> • Full driving licence and access to a car.

November 2021