

Lead Administrator Person Specification

Category	Essential	Desirable	Evidence from
Qualifications & Training			
<ul style="list-style-type: none"> GCSE or equivalent in English and Maths Management Information Systems (E.g. Bromcom) IT Programs Health and safety NVQ or equivalent ECDL 	<ul style="list-style-type: none"> √ √ 	<ul style="list-style-type: none"> √ √ √ √ 	<ul style="list-style-type: none"> A A A A A A
Experience			
<ul style="list-style-type: none"> Working in an office environment Work without direct supervision and able to develop own skills Maintaining and improving management systems Liaising with professional agencies Secretarial, administrative or clerical experience Experience of and ability to communicate clearly at all levels, Promote a positive working environment; put people at their ease Awareness of confidentiality and data protection issues Knowledge of safer recruitment processes 	<ul style="list-style-type: none"> √ √ √ √ √ √ √ 	<ul style="list-style-type: none"> √ √ √ 	<ul style="list-style-type: none"> A A A/I A/I A A/I/T A/I I I
Skills			
<ul style="list-style-type: none"> Ability to maintain a positive and flexible attitude Ability to work under pressure and meet tight deadlines Excellent typing skills Experience of Word and Excel Good organisational skills with an ability to prioritise work 	<ul style="list-style-type: none"> √ √ √ √ 	<ul style="list-style-type: none"> √ 	<ul style="list-style-type: none"> I I/T T T A/I
Qualities			
<ul style="list-style-type: none"> Good timekeeping Enthusiastic, positive, conscientious, flexible, approachable Fully committed to equal opportunity for all Able to work on own initiative and as part of a team Proactive 	<ul style="list-style-type: none"> √ √ √ 	<ul style="list-style-type: none"> √ 	<ul style="list-style-type: none"> I/R I I I/T T
Other			
<ul style="list-style-type: none"> Empathy for young people Willingness to work flexible hours when required 	<ul style="list-style-type: none"> √ √ 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> I/R I/R

Application Form (AF)
Interview (I)
Tasks (T)
References (R)