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PERSON SPECIFICATION

POST	ADMINISTRATOR - DESTINATIONS	DEPT	CENTRAL ADMINISTRATION
GRADE	ADMIN & SUPPORT	REF No	018-20

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
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

<p>Ability to work accurately and have excellent attention to detail</p> <p>Ability to manage competing priorities and deadlines</p>	<p>E</p> <p>E</p>	<p>AF / I</p> <p>AF / I</p>	
<p>SPECIAL REQUIREMENTS</p>		<p>E / D</p>	<p>MEASURED BY</p>
<p>The post holder will be required to maintain confidentiality</p> <p>Flexibility and a capacity to adapt to the changing demands of the job including occasional out of office working</p> <p>Committed to the principles of valuing diversity and equal opportunities</p> <p>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</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>	