



Person Specification

Qualifications

- GCSE Maths and English or equivalent - **essential**
- NVQ or equivalent in administration - **desirable**

Experience, Knowledge & Skills

- Experience of working in a fast-paced office environment
- Ability to manage own workload and meet deadlines
- Ability to work independently and also as part of a team
- Excellent IT skills and confident using MS Office (Word, Excel, Outlook, Teams, Planner etc.)
- Excellent communication skills both written and verbal with the ability to engage people

Abilities and attributes

- Collaborative and able to develop and maintain strong relationships with colleagues and service users
- Excellent time management
- Solution focused with a positive approach to tasks
- Work in a person centred, strengths based way.
- Maintain confidentiality of all data and information.
- Ability to work non-judgementally.
- Cultural awareness.
- Maintain clear professional boundaries.
- Work proactively with internal and external teams
- Creative and ability to problem solve
- Committed to own personal development