



Person Specification- Administrator



FACTOR	ESSENTIAL	HOW TESTED
Education	1. NVQ level 2 or 3 in Business Administration or equivalent experience	Application form/Certificate
Experience	2. General administration experience 3. Experience of a range of software packages. 4. Experience of developing and using database systems and working with statistical information. 5. Experience of handling cash and working with figures. 6. Experience of working with basic office equipment – including PC's photocopiers and fax machines. 7. Experience of working in a busy office environment, fulfilling a range of duties. 8. Experience of team working.	Application form/Interview Application Form/ Interview/Test Application Form/ Interview/Test Application Form/ Interview/Test Application Form/Interview Application Form/Interview Application Form/Interview
Skills, Abilities and knowledge.	9. Excellent verbal and written communication skills. 10. Excellent organisational skills 11. Ability to work sensitively with children and adults from a range of backgrounds and an understanding of issues of confidentiality. 12. Ability to work on own initiative and as part of team, demonstrating a pro-active and helpful manner.	Application Form/Interview Application form / Interview/Test Application form/ Interview/Test Application form /Interview Application Form/ Interview/Test

	<p>13. Excellent administration and word processing skills.</p> <p>14. Ability to present information in different formats.</p> <p>15. Ability to plan and organise work.</p> <p>16. Ability to prioritise conflicting demands.</p> <p>17. Ability to generate and monitor invoices and payments</p> <p>18. Knowledge of Health and Safety issues.</p>	<p>Application Form/ Interview/Test</p> <p>Application form / Interview</p> <p>Application Form/Interview</p> <p>Application Form/ Interview/Test</p> <p>Application form \ Interview</p>
Diversity	19. Demonstrable integration of equality and diversity into practice and service delivery	Interview
Other	20. Flexibility in work arrangements to ensure delivery of service.	Interview
FACTOR	DESIRABLE	HOW TESTED
Experience	1. Experience of working with SAGE accounting software	Application form/Interview
Other	2. Ability to speak, read and write in Welsh	Application form/Interview