

## OUTREACH ADMINISTRATOR PERSON SPECIFICATION

<b>Competency</b>	<b>Essential</b>	<b>Assessed</b>	<b>Desirable</b>	<b>Assessed</b>
Attainments / Qualifications	Good General Education, including English Language and Maths at GCSE (grade C and above) or equivalent.	A	Educated in English to A-level standard or equivalent.	A
Skills and Understanding	<p>Excellent inter-personal, communication, and customer care skills.</p> <p>Excellent IT skills and the ability to learn new IT skills quickly.</p> <p>Ability to maintain accurate records and follow agreed policies and procedures.</p> <p>Ability to maintain and understand the need for confidentiality.</p> <p>Highly organised and able to juggle several tasks.</p> <p>Understand the impact of Equality and Diversity issues in an educational setting.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p>	<p>Extensive knowledge and understanding of Microsoft Teams.</p>	<p>A/I</p>
Prior Experience			<p>Experience of working in a HE and/or School environment.</p> <p>Experience of data collection and the management of data.</p> <p>Experience of successfully managing events.</p>	<p>A</p> <p>A</p> <p>A</p>

Behavioural Characteristics	Willingness to muck in and help others.	A/I		
	Pro-active and 'can-do' attitude.	A/I		
	Initiative and common sense.	A/I		
	Calm under pressure.	A/I		
	Problem-solver and resolution seeker.	I		
	Adaptable and keen to develop new skills.	A/I		
	A commitment to continuous professional development.	I		
	Commitment to working with integrity, openness and honesty.	I		
	Commitment to safeguarding and promoting the welfare of children.	I		
	Commitment to equal opportunities.	I		

