

PERSON SPECIFICATION

Adult Education Admin Officer – Community Learning

	Essential	Desirable
Qualifications	Good general education with English GCSE grade C or the equivalent (F)	
Experience	<p>Experience of liaising with external customers/clients (F/R/I)</p> <p>Experience of processing and reconciling monies and payments (F/R/I)</p>	<p>Previous experience of working in a similar role (F/I)</p> <p>Previous experience of working in an educational institution (F/I)</p> <p>Marketing experience and knowledge of social media</p>
Skills	<p>Exceptional communication skills (F/R/I)</p> <p>Good administrative skills (F/R/I)</p> <p>Excellent word processing skills (F/R/I)</p> <p>Excellent Access/Excel skills (F/R/I)</p>	
Attributes	<p>Willingness to be flexible over working hours (F/I)</p> <p>Enthusiasm and commitment (R/I)</p> <p>Ability to work on own and use initiative or as a member of a team (R/I)</p> <p>Ability to form good working relationships with employers, students and colleagues (R/I)</p> <p>Ability to work well under pressure (R/I)</p>	

Evidence assessed from: Application form (F): Interview (I): References (R)