

PERSONAL SPECIFICATION: TCP Programme Administrator

Specification	Essential
Knowledge	<p>Good knowledge of Filing Systems</p> <p>Moderate working knowledge of MS Office Package including word processing and excel</p> <p>Ability to learn how to use Googledocs and Googlesheets, and a VLE</p> <p>Working Knowledge of structure and organisation of management information systems</p> <p>Understands GDPR</p>
Skills	<p>Discreet, confidential and reliable</p> <p>Computer literacy – record and input information and generate complex data</p> <p>Excellent key board skills with attention to accuracy of information and presentation</p> <p>Accuracy and attention to detail in relation to daily tasks</p> <p>Effective communication via telephone or on an inter-personal level to obtain / give information</p> <p>Able to communicate complex information to all audiences effectively.</p> <p>Proven organisation skills</p> <p>Co-ordinating and prioritising own workload to meet deadlines.</p> <p>Use own initiative but seek direction when required</p> <p>Managing several priorities at once.</p>
Personal Qualities	<p>Communicate effectively through use of telephone, written, email or face to face</p> <p>Obtain / give information in a courteous, succinct and accurate way</p> <p>Be smart in appearance, to promote the image of the Trust and The Cambridge Partnership effectively</p> <p>To be flexible in undertaking work and adaptable to changing routines</p> <p>A willingness to be flexible on working hours and location across the Trust</p> <p>Driving licence and own transport with business use.</p> <p>A positive attitude to work</p> <p>A commitment to CPD</p> <p>A positive attitude, contributing to the general ambience of The Cambridge Partnership</p>
Qualifications / Experience	<p>NVQ 3 in Business Administration or similar</p> <p>5 GCSE C or above in English and Mathematics and 3 others (or equivalent)</p> <p>Or 2 years relevant experience</p>

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff are subject to an enhanced check with the Disclosure and Barring Service.