

SCITT Administrator

Person Specification

Experience	<ul style="list-style-type: none"> • Public sector based administrative/finance work (desirable) • Basic administration work (essential) • Effective teamwork (essential)
Qualifications/ Training	<ul style="list-style-type: none"> • A levels or NVQ Level 3 or equivalent in a relevant area • GCSE English and Mathematics or equivalent
Knowledge/Skills	<ul style="list-style-type: none"> • Excellent keyboard/computer skills, • Excellent proof reading and editing skills, • Strong IT skills (website and social media experience desirable) • Ability to participate in development and training opportunities • Ability to work constructively and flexibly as part of a team, understanding roles and responsibilities and your own position within these • Excellent word processing and database skills including experience of Word and Excel • Excellent communication (both written and verbal) and inter-personal skills • Excellent numeracy and literacy skills • Ability to work collaboratively whilst also being decisive when required
Personal Qualities	<ul style="list-style-type: none"> • Comfortable with high levels of accountability • Copes well with pressure • Pro-active and solution focussed • Committed to excellence • A mature, friendly and professional manner • Commitment to providing a high quality of service • Self-motivated