

## Administrator for Apprenticeships and Adult Learning - Person Specification

<b><u>Qualifications and Experience</u></b>	
Experience of working in a similar role	Desirable
Experience of working in Administration	Essential
GCSEs (Grade A*-C) or equivalent including English and Maths as a minimum	Desirable
<b><u>Professional Skills</u></b>	
Excellent verbal and written communication skills	Essential
Confident in using computer systems including word processing, spreadsheet, database and internet systems	Essential
Ability to work constructively as part of a team, understanding roles and responsibilities	Essential
Experience of apprenticeship regulations and procedures	Desirable
Ability to maintain accurate paperless records and filing systems	Essential
Excellent time management skills and an ability to prioritise work effectively	Essential
<b><u>Personal Qualities</u></b>	
Initiative and ability to prioritise one's own work	Essential
Able to follow direction and work in collaboration with Line Manager and other members of staff	Essential
Able to work flexibly to meet deadlines and respond to unplanned situations	Essential
Commitment to the highest standards of safeguarding	Essential
Ability to work autonomously and to deadlines	Essential
The ability and drive to develop the skills in order to provide an outstanding service and support the finance shared service team.	Essential
Desire to enhance and develop skills through CPD	Essential