

Person Specification – Administration Officer

June 2024

Knowledge/Experience	Essential (E)/ Highly Desirable (HD)/ Desirable (D)
Experience of providing general office administration	E
Experience of organising meetings, enabling hybrid meetings with the use of tech, including room bookings, circulating papers and taking minutes	E
Experience of managing a diverse workload	E
Experience of providing administrative support to senior staff, including diary management	E
Experience of working remotely in a team using MS Teams, email, WhatsApp.	E
Skills and Abilities	
Excellent time management skills.	E
Well-developed IT skills, in particular Microsoft packages	E
Excellent written and verbal communication skills	E
Ability to prioritise own workload	E
Ability to work independently, as part of a team and through others	E
Attention to detail	E
Personal Qualities	
Self-motivated	E
Flexible	E
Reliable	E
Enthusiastic and approachable	E
Tenacity	E
Values	
Commitment to equality and diversity	E
Person-centred	E