



**PERSONAL SPECIFICATION**  
**Business & Services Senior Administrator FIXED TERM 12 months**

<b>ATTRIBUTES</b>			
<b>EDUCATION &amp; TRAINING</b>	D	A minimum of 5 GCSE's (or equivalent) including English Language and Mathematics.	A
	E	Computer literate including Microsoft Office and data bases	A/I
<b>JOB/ TECHNICAL KNOWLEDGE, SKILLS</b>	D	Experience of working with people with poor mental health, or working with other vulnerable groups	A/I
	E	Familiar with use of websites and social media	A/I
	D	Understanding and commitment to Equal Opportunities for people with mental health issues	A
	E	Experience of general office administration and use of systems and office equipment	A/I
	E	Excellent telephone manner and ability to deal with difficult conversations	I
	D	Experience of basic financial practices within a working environment	A/I
	D	Knowledge and understanding of GDPR, Data Protection and confidentiality	A/I
<b>PEOPLE SKILLS</b>	E	Able to prioritise work and to meet deadlines	I
	E	Good verbal and written communication skills	A/I
	E	Ability to work on own initiative and as part of a team	A/I
<b>OTHER</b>	E	Full driving licence and use of a car for work purposes essential	A
	E	Ability to work flexibly to meet the needs of the service	A/I

Key of letters:

E      Essential                      D      Desirable

A      application documentation

I      at interview