



**My Clubmoor - Administrator
Person Specification**

KEY: E= Essential D= Desirable A= application I = interview R= References P= Practical S= Short listing criteria

Requirement	Essential/ Desirable	Assess from:
Qualifications		
Four GCSE at grade C or above including Maths and English	E	A I S
Knowledge		
Knowledge of Excel, Word, and Database Packages	E	P A S
Skills		
Good standard of written and spoken English	E	P A I S
Excellent interpersonal & communication skills	E	P A I
Administrative and IT skills	E	P A I
Handle sensitive or confidential information appropriately	E	P I
Handle competing priorities with little supervision	D	A I R
Experience		
Providing Administrative support	E	A I R S
Taking delegated tasks through to completion	D	I
Personal Attributes		
Committed to equal opportunities, anti-discrimination, anti-oppressive policy and practice and social inclusion	E	A S I
Committed to the values and work of voluntary and community organisations	D	I
Enthusiastic and self motivated	E	A I
Ability to work sensitively with people of differing viewpoints.	E	I