

## PERSON SPECIFICATION – Office Administrator

QUALIFICATIONS	Essential	Desirable	How Identified
General education to a good GCSE standard to include English and Maths.	X		Documents/Application Form
Relevant qualification in Administration.		X	Documents/Application Form
Advanced professional qualification and/or membership if applicable.		N/A	Documents/Application Form
EXPERIENCE			
A minimum of 1 years' experience in an administrative role.		X	Application Form/Interview
Experience of working in Social Care.		X	Application Form/Interview
KNOWLEDGE			
Computer literate with a strong knowledge of Microsoft Office particularly Word and Excel.	X		Application Form/Interview
Knowledge of creating basic reporting and presenting data		X	
SKILLS			
Prepared to work as a team, understanding everyone's role and responsibilities within the organisation and how this position fits in.	X		Application Form/Interview
Accurately complete and maintain general clerical and administrative systems. Including recording, monitoring, distributing, ordering as required.	X		Application Form/Interview

Last review date: 22 October 2024

Next review date: 22 October 2026

Ability to prioritise workload effectively to meet deadlines and deal with conflicting demands.	X		Application Form/Interview
To contribute to and support the overall ethos/work/aims of the organisation.	X		Application Form/Interview
Be flexible and positive; having a 'can do' attitude.	X		Application Form/Interview
To be aware and comply with all organisation policies and procedures. E.g. relating to health and safety, confidentiality, data protection, etc.	X		Application Form/Interview
Be calm and diplomatic – must be able to maintain a professional demeanour at all times.	X		Application Form/Interview
Dealing with routine telephone calls, face to face enquiries, signing visitors in at Reception in an efficient courteous manner.	X		Application Form/Interview
A commitment to professional practice and continuous personal development.	X		Application Form/Interview
Full, clean driving licence and use of a vehicle.	X		Application Form/Interview
Ability to speak Welsh.		X	Application Form