



PERSON SPECIFICATION
Work Experience Co-Ordinator & Careers Administrator

	Essential	Desirable	Assessment Method
Experience	<ul style="list-style-type: none">• Working with a range of stakeholders including secondary age children• Working in a busy administration department• Working in a highly pressured administration role	<ul style="list-style-type: none">• Experience in a similar role	<ul style="list-style-type: none">• Application form• Interview• References
Training and Qualifications	<ul style="list-style-type: none">• Educated to minimum GCSE level including English and Maths	<ul style="list-style-type: none">• Level 5 qualification relating to Office management and/or administration	<ul style="list-style-type: none">• Application form• Qualification certificates
Skills	<ul style="list-style-type: none">• Excellent Administration and planning skills• Good communication and interpersonal skills• Ability to co-ordinate a variety of projects and problem solve.		<ul style="list-style-type: none">• Application form• References
Personal Qualities	<ul style="list-style-type: none">• Ability to work on your own initiative• Organised• Positive 'can do' attitude• Flexible, solution focussed approach		<ul style="list-style-type: none">• Application form• References• Interview
Other	<ul style="list-style-type: none">• To be willing to undertake any relevant training in relation to the role		<ul style="list-style-type: none">• Application Form• Interview