Employers For Childcare

PERSONNEL SPECIFICATION

The personnel specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

Job title: Office Administrator

Factor	Essential Criteria
Qualifications and Experience	Applicants must have a good standard of education to include GCSE English and Maths grade C or above (or equivalent), RSA Stage III Word Processing/Typewriting or equivalent. A Minimum of 1 years full time paid work experience gained during the last 8 years of general and financial administration to include experience of direct customer service either face to face or by telephone. **Or** a minimum of 5 years work based experience as above. Computer literate to include use of word processing, PowerPoint, desk top publishing and excel spreadsheets; experience in using multi-media facilities including internet and electronic mailing and experience of establishing and maintaining databases and recording systems. Evidence of above will be required at interview stage
Skills and Aptitude	▪ Good organisational skills, including ability to prioritise workload and work to strict deadlines. ▪ Good administrative skills including ability to maintain and update records and files. ▪ Ability to communicate clearly, both orally and in writing. ▪ Ability to work with minimum supervision and on own initiative. ▪ An understanding of team working and providing support ▪ Understand the need for confidentiality and demonstrate experience in dealing with confidential matters

Knowledge and Understanding	▪ Knowledge and understanding of the community/voluntary sector in Northern Ireland.
Special Circumstances (e.g. shift work car owner)	▪ To cover shift pattern 8am-4pm, 9am-5pm, 10am-6pm.