**BEDFORD BOROUGH LEARNING EXCHANGE ADMINISTRATOR**

**PERSON SPECIFICATION**

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| **Attributes** | **Essential** | **Desirable** |
| Education/Qualifications  | * GCSE English and Maths at Grade A\*-C or equivalent
 | * Word processing qualification
* Administration qualification
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| Experience & Knowledge | * Office administrative experience.
* Experience of working independently to achieve a common goal.
* Experience of working within a busy team environment.
* Experience of managing time and prioritising tasks.
* Experience of liaising with a range of people, companies and the wider community.
* An good record of attendance, punctuality, honesty and trustworthiness.
 | * Experience of working within a school or educational environment.
* Experience of working with young people.
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| Skills/Knowledge/Aptitude | * Good interpersonal and communication skills (written, listening and oral).
* Ability to fully utilise Windows based software applications.
* Ability to multi-task.
* Ability to pay attention to detail in all aspects of work.
* Ability to liaise/converse with people at a local and national level.
* Ability to update websites
 | * Excel, Power Point, Publisher and the Internet.
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| Personal Qualities | * Flexible working.
* Confident, self-assured.
* Good organisational skills and events management.
* Converse easily with people at all levels.
* Ability to establish high professional standards by personal example.
* Ability to relate to staff in a positive and effective manner.
* Ability to work to tight deadlines and changing priorities.
* Ability to demonstrate patience, tact and diplomacy at all times.
* Ability to work on own initiative and with supervision.
* Able to keep information strictly confidential.
* Good sense of humour.
 | * A flexible and versatile approach to working arrangements.
* Ability to cope with a varied and demanding work load.
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