**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 |
| 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. |
| 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. |
| 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. |