



Person Specification: Administrator (Administration Level 1)

E = Essential D = Desirable

	E	D
Qualifications and training		
Some knowledge of administration and office systems and procedures equivalent to NVQ level 2	x	
Experience		
Previous administration experience		x
Skills and knowledge		
Ability to identify straight forward solutions to simple problems, with minimal close supervision	x	
Personal qualities		
Commitment to uphold the 7 principles of public life (the Nolan principles) at all times	x	
Commitment to maintaining confidentiality at all times	x	
Ability to use normal physical effort with a mixture of sitting, walking and carrying minor loads	x	
Able to work in an office environment	x	
Equal opportunities		
Commitment to inclusion, equality and diversity	x	
Safeguarding		
Commitment to safeguarding and promoting the welfare of children and young people	x	