



Person Specification – Office Administrator

Essential	Desirable
Professional Qualifications and Training	
<ul style="list-style-type: none"> ✎ Educated to a good level of education. ✎ First Aid training/willingness to undertake training. 	<ul style="list-style-type: none"> ✎ Qualifications in Finance or Administration management.
Experience	
<ul style="list-style-type: none"> ✎ Previous administrative experience. ✎ Excellent use of computer technology. ✎ Good organisational skills and an ability to prioritise. ✎ Ability to understand and utilise management software. ✎ Excellent attention to detail. 	<ul style="list-style-type: none"> ✎ Experience in management software. ✎ Experience as a Personal Assistant to Manager.
Knowledge, skills and abilities	
<ul style="list-style-type: none"> ✎ Strong mathematical analysis skills, being able to use excel. ✎ Strong capacity to problem solve. ✎ Capacity to write in a formal, but friendly manner. ✎ Ability to prioritise. 	<ul style="list-style-type: none"> ✎ Knowledge of Xero Accounting Software ✎ Knowledge of Keeping Children Safe in Education.
Personal Qualities	
<ul style="list-style-type: none"> ✎ Values-based. ✎ Positive. ✎ Hopeful. ✎ Resilient. ✎ Organised. ✎ Self-motivated and self-reliant. ✎ Excellent communication skills. ✎ Commitment to confidentiality, safeguarding and equality. ✎ Capacity to prioritise and remain calm under pressure. ✎ Flexible. ✎ Commitment to personal wellbeing. 	<ul style="list-style-type: none"> ✎ Sense of humour. ✎ Committed to all in the Cranfield community.