

Person Specification

Essential	Desirable
Ability to communicate confidently, easily and effectively with members of the public	Diary management / creating rotas
At least two-years experience working as an administrator in an office environment	Minute taking experience
The physical ability to set rooms up for hirers by setting out chairs, tables, projector etc	Invoicing and reconciling payments experience
Knowledge and practical experience of using Microsoft Word and Excel	Use of Microsoft Publisher and PowerPoint
Ability to manage workloads and priorities and work under pressure and to tight deadlines	WordPress website updating knowledge
Excellent attention to detail	Staff line managing experience
Using initiative and working without constant supervision	RSA/OCR Typing and/or word processing Stage 2 or similar
5 GCSE's (Grade A-C / 5-9) or equivalent – these must include Maths and English	
Own transport to move between buildings	