

Person Specification: Administrative Officer

Competencies E-essential D- desirable		How Assessed
<p>Education / Certification</p> <p>5 GCSEs (or equivalent) at grades A-C including Maths & English.</p> <p>2 A level (or equivalent) passes.</p>	<p>E</p> <p>D</p>	<p>Original certificates</p>
<p>Experience in Administration</p> <p>3 years or more in administration, preferably in a similar role.</p> <p>Preparing agendas and taking minutes.</p> <p>Placing and managing orders and invoicing for services provided.</p>	<p>E</p> <p>D</p> <p>D</p>	<p>Application form, interview and references.</p>
<p>Experience in managing projects to deliver required outcomes</p> <p>Ability to ensure progress is maintained and deadlines met.</p> <p>Ability to work to own initiative.</p>	<p>E</p> <p>E</p>	<p>Application form, interview and references.</p>
<p>Skills and Abilities</p> <p>Good IT skills that enable the use of the internet, emails, word processing, and website administration.</p> <p>Financially/numerically literate</p> <p>Good at communicating clearly and working with a range of people in different roles.</p> <p>Able to write clearly and accurately.</p> <p>Excellent skills in organising own workload, and meeting deadlines.</p> <p>Diplomatic and tactful, and able to show political sensitivity.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application form, interview and references</p>
<p>Other</p> <p>Prepared to attend some evening committee meetings.</p> <p>Full Driving Licence.</p> <p>Ideally live in or near to Charlton Kings</p>	<p>E</p> <p>E</p> <p>D</p>	<p>Interview</p> <p>Application form</p>