



**PERSON SPECIFICATION
Work Experience Co-Ordinator & Careers Administrator**

	Essential	Desirable	Assessment Method
Experience	<ul style="list-style-type: none"> Working with a range of stakeholders including secondary age children Working in a busy administration department Working in a highly pressured administration role 	<ul style="list-style-type: none"> Experience in a similar role 	<ul style="list-style-type: none"> Application form Interview References
Training and Qualifications	<ul style="list-style-type: none"> Educated to minimum GCSE level including English and Maths 	<ul style="list-style-type: none"> Level 5 qualification relating to Office management and/or administration 	<ul style="list-style-type: none"> Application form Qualification certificates
Skills	<ul style="list-style-type: none"> Excellent Administration and planning skills Good communication and interpersonal skills Ability to co-ordinate a variety of projects and problem solve. 		<ul style="list-style-type: none"> Application form References
Personal Qualities	<ul style="list-style-type: none"> Ability to work on your own initiative Organised Positive 'can do' attitude Flexible, solution focussed approach 		<ul style="list-style-type: none"> Application form References Interview
Other	<ul style="list-style-type: none"> To be willing to undertake any relevant training in relation to the role 		<ul style="list-style-type: none"> Application Form Interview