

Person Specification Administrator

Overview:	To provide administrative support for parent participation activities.
Essential	<p>Good organisation skills, including an ability to anticipate workflow and prepare accordingly.</p> <p>An ability to take a task, identify what is required and see it through to completion, with minimal direction and with accuracy.</p> <p>Able to competently use Microsoft Office: Word, PowerPoint, Excel</p> <p>An ability to communicate fluently in English (in writing and speech) with a firm grasp of grammar.</p> <p>An ability to build rapport and maintain effective relationships within the team, with those we provide services to and those whose contracts we deliver.</p> <p>Accurate note taking.</p> <p>Reliable with attention to detail in daily working.</p> <p>Ability to work under self-direction.</p> <p>Supportive of our organisation's aim to support parents carers whose children have additional needs and or disabilities</p>
Desirable	<p>Relevant experience of similar roles and responsibilities.</p> <p>Experience and knowledge relevant to our core business support parent carers whose children have additional needs and or disabilities.</p>