

Personnel Specification
English Hub Administrator

Attributes	Essential	Desirable	How Identified
SKILLS, KNOWLEDGE AND APTITUDE	<p>Good listening, oral, grammar & literacy skills</p> <p>excellent organisational skills to co-ordinate marketing and partnership activities</p> <p>Ability to work under pressure and stay calm at all times.</p> <p>Ability to preserve confidentiality</p> <p>Ability to work efficiently at speed</p> <p>IT skills in areas such as word processing spreadsheets, databases and the internet</p> <p>Knowledge of effective social and digital media, and their use</p> <p>Strong interpersonal skill to help you relate to academic staff, teachers and colleagues in other areas of education administration</p> <p>A willingness and flexibility to learn and then operate new procedures effectively</p> <p>The ability to work autonomously and with initiative</p>	<p>Experience of working in an education setting or experience in supporting and monitoring projects</p> <p>An interest in government initiatives</p> <p>Knowledge of Data Protection policies</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
QUALIFICATIONS & TRAINING	<p>GCSE English & Maths to GCSE Grade C or above or equivalent</p>	<p>Commitment to attend appropriate training and development Courses or certificates relevant to the role</p>	<p>Application Form</p> <p>Certificates</p>
EXPERIENCE	<p>Previous administrative experience, experience of coordinating events and multi-tasking</p>		<p>As above</p>
PERSONAL ATTRIBUTES	<p>A positive approach to challenges</p> <p>Flexibility and adaptability</p> <p>To be prepared to work flexibly to fit around events.</p> <p>Be able to travel to events</p>		<p>Interview</p> <p>References</p>