**Person Specification**

**Job Title: Administrator**

|  |  |  |
| --- | --- | --- |
| Criteria | Essential | Desirable |
| Qualifications/attainments | GCSE English & Maths grade C or above | Further educational qualification in office admin e.g. Diploma/City & Guilds |
| Relevant experience | Previous experience in an admin role or office-based roleUnderstanding of the data protection rules (GDPR)Competent in the use of email | Understanding of debt issuesPrevious experience of using a data base or client packagePrevious experience of using Microsoft Office Suite |
| Skills & competenciese.g.Communication skillsProblem solving skillsI.T. experienceAbility to work on own initiative etc. | Be well organisedExcellent time management Basic IT knowledgeAbility to multi-task and plan aheadAbility to work on own initiative |  |