

PERSON SPECIFICATION

Senior Administrator

SKILLS & EXPERIENCE		Essential	Desirable
1.	Experience of being an office based administrator and providing administration support in a busy environment.	√	
2.	Experience of researching information via the internet and other sources.	√	
3.	Experience of being the first point of contact for telephone enquiries and visitors.	√	
4.	Experience of using Word, Excel, PowerPoint, email and the Google suite.	√	
5.	Experience of using design tools such as WordPress, Canva and Mailchimp.		√
6.	Experience of recruitment administration.		√
7.	Experience of digital content creation and social media management.	√	
8.	Experience of tracking social media performance and implementing strategies to increase reach and engagement.		√
9.	Experience of setting up training courses and/or other events.	√	
10.	Experience of working to tight deadlines.	√	
11.	Experience of managing database systems.	√	
12.	Experience of producing quantitative and qualitative monitoring reports.		√
13.	Excellent verbal and written communication skills.	√	
14.	Experience of working in a busy environment with competing demands.	√	
15.	GCSE's (or equivalent) in English and Maths at grade C or above.	√	
KNOWLEDGE AND ABILITIES		Essential	Desirable
16.	Ability to manage content of a website and update.	√	
17.	Awareness of safeguarding policies and current issues.	√	

18.	Knowledge of data protection legislation and confidentiality.	√	
19.	Ability to write clear concise minutes, collate a variety of data and produce a range of reports.	√	
20.	Knowledge of and commitment to equality and diversity.	√	
21.	Ability to compile digital newsletters and leaflets.	√	
22.	Able to write documents in easy to understand formats.		√
23.	Knowledge of health and safety legislation.	√	
QUALITIES		Essential	Desirable
24.	Flexible. Able to adapt to changing work priorities at short notice, take on the ideas of others, adapt own way of working.	√	
25.	Systematic. Enjoys administrative work and making systems work for others. A problem solver.	√	
26.	Positive, service-orientated and helpful inter-personal communication skills.	√	
27.	Good at multi-tasking and prioritising.	√	
28.	An experienced, self-confident, motivated person who displays good initiative.	√	
29.	Interested in and committed to the aims of New Directions.	√	

In your personal written statement please ensure that you give specific examples and evidence of **how, when, where and why** you meet the requirements of the person specification i.e. what you are doing or have done in the past that is similar or transferable to our requirements. Some of this evidence may not be work related but still relevant to this post.

October 2025