

PROJECT SUPPORT ADMINISTRATOR PERSON SPECIFICATION



You will need to demonstrate in your application and at interview that you possess the essential criteria for this post as detailed below. In addition, demonstration of the desirable criteria will also assist you in your application. Your supporting statement should be concise, explain why you are suitable for the role with particular reference to the job description and person specification.

Key

A = Application

P = Presentation

T = Test

I = Interview

Criteria	Requirement	Essential/ Desirable	Measurements
Qualifications	<ol style="list-style-type: none"> 1. Maths and English GCSE grade C or above (or equivalent). 2. Specific qualifications or training that relate to administration, compliance, or data input/analysis. 3. A commitment to undertake all necessary training for the role. 	<p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>A</p> <p>A</p> <p>AI</p>
Experience	<ol style="list-style-type: none"> 1. Experience of working in an administrative role. 2. Experience of Microsoft products and the ability to use them effectively. Including Outlook, Excel, Word, and PowerPoint. 3. Experience of undertaking audits of paperwork with a high accuracy and attention to detail. 4. Experience of working on complex tasks and meeting tight deadlines. 5. Experience of providing reports using information systems and ability to demonstrate a close attention to detail and a high level of accuracy in numeracy and literacy. 6. Previous customer facing experience. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>A</p>
Knowledge and Skills	<ol style="list-style-type: none"> 1. The ability to work alone unsupervised and complete all tasks agreed within deadlines whilst maintaining high quality standards. 2. The ability to create and maintain effective working relationships with partners. 3. A strong attention to detail to ensure accuracy. 4. High level of organisational skills with good time management. 5. Excellent written and oral communication skills. 6. The ability to work as part of a team. 7. The ability to use online computer systems, inputting real time data and complete reports to evidence work completed. 8. Flexible approach to all tasks and duties with a team ethos and a willingness to undertake training and development activity. 9. An organised approach with the ability to effectively plan and prioritise tasks. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>AI</p> <p>AI</p> <p>AI</p> <p>A</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p>