



## **Person specification - Administrator**

The post requires someone who enjoys keeping things in order and likes being part of a team. It is important that you have strong administrative and organisational skills and are flexible in order to meet the demands of this varied role. The person will need to be a good communicator, have a warm personable manner, remain positive, professional and show sensitivity and empathy when dealing with staff, workers who have learning disabilities, and volunteers.

## **Qualifications & Training**

- An excellent standard of written and spoken English to GCSE or equivalent at Grade C or above.
- Maths GCSE or equivalent at Grade C or above
- Excellent IT skills including Microsoft Word, Excel, Outlook and knowledge of databases.
- Proven organisational and administration experience.
- Experience of working with adults who have learning disabilities desirable but not essential

## **Experience and key skills**

- Excellent interpersonal, written and verbal communication skills.
- Ability to work accurately with attention to detail.
- Enthusiastic with a 'can do' attitude and real desire to add value.
- Proactive and self-motivated with good time management skills.
- Show an understanding of the sensitivities of working with adults who have learning disabilities and their families.
- Financially aware – and comfortable working with numbers/figures.
- Understanding and ability to carry out the role in compliance with the Charity's Equal Opportunities Policy.

The post is subject to a criminal record check via the Disclosure and Barring Service.

*Jennyruth Workshops reserves the right to reasonably amend or to add to this job description to accommodate any changes in the Charity.*