

## PERSON SPECIFICATION

**JOB TITLE:** Early Years Administrator

**DATE:** November 2020

**RESPONSIBLE TO:** Head of Early Years

	Essential	Desirable
<b>Qualifications</b>	<p>Good level of educational attainment, A level as minimum</p> <p>5 GCSEs or equivalent. Passes in Maths and English at grade C or above</p>	<p>Secretarial qualification</p> <p>Training/ experience in autism</p>
<b>Experience</b>	<p>General office tasks (e.g. scanning, filing, setting up basic databases and mailing lists, writing formal letters, answering telephone queries, conducting basic research)</p> <p>Experience with budgeting, invoicing</p> <p>Experience in a role that requires independent work, multitasking, making decisions, solve problems and thinking creatively.</p>	<p>Experience of working for a charity</p> <p>Experience of working in an educational setting</p> <p>Experience of working with parents</p> <p>Experience as a School Administrator</p> <p>Experience as a PA</p>
<b>Skills</b>	<p>Be pro-active, use initiatives.</p> <p>Be able to work independently without having a close team around</p>	<p>Ability to engage young children with limited communication skills.</p>

	Essential	Desirable
	<p>Be able to make decisions when appropriate and complete simple and everyday tasks without a direct instruction from the Head of Early Years.</p> <p>Excellent Microsoft Office skills (including Word and specifically Excel)</p> <p>Excellent communication and interpersonal skills</p> <p>Strong administrative, time management and organisation skills</p> <p>Multitasking, to be able to prioritise</p> <p>Ability to compose clear and concise letters and e-mails</p> <p>Accuracy and attention to detail, being able to analyse and summarise feedback forms</p> <p>Positive and enthusiastic attitude, a genuine interest in autism services</p> <p>Excellent spoken and written English</p>	

	Essential	Desirable
Essential personal qualities	<p>Able to take initiative, be pro-active, think creatively and independently.</p> <p>Show genuine interest and take an active part in the planning, further development and daily running of the outreach, training and early years services.</p> <p>Be hard worker and solution focussed, manage time effectively</p> <p>Be well organised and prepared</p> <p>Commitment to high standards of work.</p> <p>Flexible, adaptable and able to relate well to different types of people.</p> <p>A commitment to safeguarding and promoting the welfare of children and young people.</p> <p>Have a friendly personality, easy to talk to, empathetic, patient, and supportive</p>	