

PERSON SPECIFICATION

JOB TITLE: Early Years Administrator

RESPONSIBLE TO: Head of Early Years

	Essential	Desirable
Qualifications	<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>
Experience	<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 with parents</p>
Skills	<p>Experience as a School/ Nursery Administrator</p> <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

Be able to make decisions when appropriate and complete simple and everyday tasks without a direct instruction from the Head of Early Years.

Excellent Microsoft Office skills (including Word and specifically Excel)

Excellent communication and interpersonal skills

Strong administrative, time management and organisation skills

Multitasking, to be able to prioritise

Ability to compose clear and concise letters and e-mails

Accuracy and attention to detail, being able to analyse and summarise feedback forms

Positive and enthusiastic attitude, a genuine interest in autism services

Excellent spoken and written English

Desirable

Abilities

Able to quickly develop excellent working relationships with a range of people

Ability to research information efficiently

Essential

Desirable

Essential personal qualities

Effective verbal and written communication including writing official emails, communicating with internal and external stakeholders (e.g. trustees, local authorities, provisions and parents)

Able to take initiative, be pro-active, think creatively and independently.

Show genuine interest and take an active part in the planning, further development, and daily running of the Early Years` Service and Nursery

Have excellent work ethic, attendance, and punctuality

Be hard worker and solution focussed, manage time effectively

Be well organised and prepared

Commitment to high standards of work.

Flexible, adaptable, and able to relate well to different types of people.

A commitment to safeguarding and promoting the welfare of children and young people.

Genuinely enjoy the company of young children.

Have a friendly personality, easy to talk to, empathetic, patient, and supportive