

Personnel Specification

Ministry Development Administrator (School of Ministry)

(E – Essential criteria, D = Desirable criteria)

	Sections		E/D
1	Skills, knowledge and aptitudes	<p>The administrator should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • good word processing skills • good IT skills and competent in the use of Microsoft Office, in particular Outlook, Word, Excel and Publisher. • ability to innovate, initiate and maintain good and effective administrative procedures. • experience of academic administration • ability to work both independently and collaboratively and participate as part of the wider office team. • ability to manage a varied work load efficiently and flexibly to prioritise tasks in order to meet deadlines. • ability to communicate effectively (written and oral) with people at all levels, both inside and outside the organisation. • ability to establish and maintain excellent working relationships with colleagues and other contacts. • good skills in presentation, layout and accuracy in text production. 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
2	Qualifications, Training and Experience	<p>The administrator should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • 5 GCSE's (or equivalent) including English and Maths at grade C or above 	<p>E</p>
3	Personal Attributes	<p>The administrator should:</p> <ul style="list-style-type: none"> • be a person of integrity; • have an understanding of confidentiality issues and the use of discretion; • be sympathetic to the needs of others; • have an openness to learning and change; • have good interpersonal skills. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
4	Disposition and Attitude	<p>The administrator should have:</p> <ul style="list-style-type: none"> • empathy with the faith and mission of the Church of England 	<p>E</p>
5	Special Requirements	<p>The administrator should:</p> <ul style="list-style-type: none"> • be able to attend weekend events where required. • be able to travel to each of the hubs, including at weekends and in the evenings. • Be willing to learn how to administer the on-line Virtual Learning Environment, Moodle, following training. 	<p>E</p> <p>E</p> <p>E</p>

