Shape

Description automatically generated with medium confidence 

**Person Specification**

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| **Job Title** | Centre Administrator |
| **Responsible To** | Centre Manager |

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | Good level of education | European Computer Driving Licence (ECDL) |
| **Experience** | Experience of working in a busy office environment. | Experience of working in an education setting. |
| **Knowledge and Skills** | Excellent administration skills  Excellent communication skills  High level of accuracy and attention to detail  Experienced user of MS Office applications, in particular Outlook, Excel and Word.  Good time management skills | Knowledge of awarding bodies eg SQA, CITB  Knowledge of external related organisations eg SDS, SAAS, SLC |
| **Personal Qualities** | Ability to delegate and prioritise tasks  Team-worker  Adaptability  Confidentiality  Pro-active and self-motivated |  |
| **Other Circumstances** |  | Driving Licence |