

PERSON SPECIFICATION Social Work Administrator

QUALIFICATIONS	ESSENTIAL	DESIRABLE
General education to GCSE standard	X	
Qualification in a business/administration/secretarial/HR subject		x
ECDL		X
KNOWLEDGE		
An understanding of the charitable/voluntary sector/local government		X
An understanding of Adoption and Children's Services		X
SKILLS AND ATTRIBUTES		
Excellent communication skills and a friendly approachable manner, with the ability to resolve issues appropriately	X	
Proactive, organised and methodical, with an ability to grasp detail and complexity and reach appropriate resolutions	X	
Flexible, with the ability to work on own initiative and to tight timescales	X	
High level of personal and professional commitment	X	
The ability to build effective relationships throughout the organisation to inspire trust and confidence	X	
The ability to work autonomously and prioritise and organise tasks	X	
Ability to compose and type written correspondence accurately and to a high standard	X	
PREVIOUS EXPERIENCE		
Proven experience of using Microsoft Office (Word, Excel, Power point, Outlook and Access) to a high standard	X	
Proven experience of working as an administrator with a significant level of responsibility	X	
ATTITUDES AND VALUES		
Empathy with the aims, visions and values of CCS Adoption and a commitment to work to deliver better outcomes for children	X	
A commitment to working within the principles of equal opportunities	X	
An ability to maintain confidentiality in relation to all aspects of the work of the organisation	X	
OTHER FACTORS		
Flexible to work evenings/weekends if required	X	