



SELECTION CRITERIA

POST: Centre for Excellence Administrator
DEPARTMENT: Education

	Essential Criteria	Desirable Criteria	How & When
Education / Qualification	GCSE grades A to C in English and Maths or equivalent (Grades 4 to 9). Typing qualification or equivalent level of experience.	NVQ Level 2 in Administration or equivalent.	Application Form. Certificates.
Skills / Abilities	Good organisational skills including diary management. Excellent communication skills both verbal and written. Good skills in in Microsoft office packages, including Excel. Professional telephone manner. Ability to work independently. Ability to maintain accurate paperwork Ability to work under pressure and meet deadlines.	Use of Microsoft Teams. Manual Handling trained. Ability to move and handle office chairs & desks and related items.	Application Form. Assessment Centre. References.
Experience	Experience of working in a busy administration environment. Experience in a customer facing role.	Working in and for a team. Experience of using content management systems Minute taking experience Co-ordination of education and training events and clinical placements. Familiar with the use of databases and virtual delivery platforms (eg. Zoom)	Application Form. Assessment Centre.
Knowledge	Diary management. Requirements of GDPR.	Familiar with the use of databases. Understanding of funded placements within a healthcare environment. Familiar with the use of databases	Application Form. Assessment Centre.



Motivation and personal attributes	<p>Ability to think creatively and innovatively.</p> <p>Works to own initiative.</p> <p>Able to contribute to LOROS Values & Behaviours.</p> <p>Flexible.</p> <p>Reliable.</p> <p>Team player.</p> <p>A willingness to learn and develop new skills.</p> <p>Positive approach to work.</p> <p>Accuracy - attention to detail.</p> <p>Excellent Inter personal skills.</p> <p>Self-motivated.</p>	<p>Flexible.</p> <p>Willingness to learn and develop new skills.</p>	<p>Assessment Centre.</p> <p>References.</p>
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