



| PERSON SPECIFICATION |                                |
|----------------------|--------------------------------|
| JOB TITLE            | Estates Helpdesk Administrator |
| DEPARTMENT/SECTION   | Estates Department             |

**SAFEGUARDING:**

*Forest School is committed to safeguarding and promoting the welfare of children.*

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

| CRITERIA  | ESSENTIAL                            | DESIRABLE      |
|---|--------------------------------------|----------------|
| <b>QUALIFICATIONS:</b>  |                                      |                |
| <ul style="list-style-type: none"><li>• Proficiency in Word, Excel and PowerPoint</li><li>• Experience working with MIS Systems</li><li>• Data manipulation skills</li><li>• A good standard of general education</li></ul>   | x<br><br><br>x                       | <br><br>x<br>x |
| <b>EXPERIENCE:</b>  |                                      |                |
| <ul style="list-style-type: none"><li>• Previous administrative experience</li></ul>  | x                                    |                |
| <b>KNOWLEDGE &amp; SKILLS:</b>  |                                      |                |
| <ul style="list-style-type: none"><li>• Well-developed interpersonal and communication skills</li><li>• A sound command of written English</li><li>• Good computer literacy and competency</li><li>• Flexible and able to work calmly and efficiently under pressure</li><li>• Excellent team working skills with the ability to work independently when necessary</li><li>• Ability to learn new tasks and processes quickly</li><li>• Integrity and drive</li></ul> | x<br>x<br>x<br>x<br>x<br>x<br>x<br>x |                |
| <b>PERSONAL COMPETENCIES &amp; QUALITIES:</b>   |                                      |                |
| <ul style="list-style-type: none"><li>• Positive attitude</li><li>• Problem solver</li><li>• Ability to adapt</li><li>• Agile worker</li></ul>  | x<br>x<br>x<br>x                     |                |