

Person Specification

Post: Circuit Administrator – Salisbury Methodist Circuit

Attributes	Essential	Desirable	Method of Assessment
Education & Training	Educated to GCSE level or equivalent including English and Maths		A.Q
	Experience of working in an office supervisory or management role	Higher or further qualifications in business management, office administration or computer skills	A.Q
Proven ability	Able to use Microsoft Office (or similar software) and be able to keep office equipment updated and secure. .		A.I.E
	An excellent administrator with ability to maintain paper and computer records and files in accordance with GDPR		A.I.R
Special knowledge & skills	Experience of maintaining computer based records	Book keeping experience	A.I. R
Special Qualities or Aptitudes	Able to communicate effectively both orally and through technology		I. P
	Able to respect confidentiality		I
	Able to motivate self and others		I
	A 'self-starter', able to prioritise tasks, set and work to goals and meet deadlines without direct supervision		I.R
	Able to build and develop co-operative relationships.		I R
	To know when to ask for help as well as give it.		I
Any other requirements		Familiarity with or an understanding of the Methodist Church or other Christian denominations or organisations	A I
	Willingness to understand and engage with Methodism and its ethos and be subject to its disciplines.		I
	Willingness to go through DBS checking		I

A=Application form; I= Interview; E=Exercise; P=Presentation; Q=Documentary proof of qualification (certificate or licence); R=References