



Person Specification

BBO Administrator

Person Skills and Attributes	Essential (✓)	Desirable (✓)
Strong communication and interpersonal abilities	✓	
Excellent organisational skills	✓	
Able to work independently, line manage and be part of a team	✓	
Ability to grasp issues quickly and make appropriate recommendations	✓	
Solutions focused	✓	
Ability to work within set guidelines, comprehend and apply rules	✓	
Flexible, pro-active and confident approach	✓	
Enthusiastic and willingness to learn	✓	
Clear attention to detail	✓	
An ability to remain calm under extreme pressure	✓	
Knowledge and Experience		
Work experience as a Administrator or similar role	✓	
Strong IT skills, particularly Excel and Word	✓	
Education / Training		
Maths GCSE grade C or above or equivalent experience	✓	
Other relevant factors		
Commitment to develop and implement equal opportunities policy and anti-discriminatory practices in employment and service delivery	✓	

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Ability to work within Corporate Policy, Procedures and Health & Safety legislation	✓	
Commitment to the Company's safeguarding protocols	✓	
Eligible to Work in UK status	✓	