**Accommodation & Welfare Officer**

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Education, experience and achievements** | * Educated to GCSE level
* Experience working in a busy office environment
* Administrative experience
 | * Demonstrable experience in a comparable role
* Knowledge of Safeguarding and Welfare
* Experience of recruitment of homestay hosts
* Experience supervising and training others
* Experience of working in a multi-cultural environment
* First Aid in the Workplace certificate
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| **Skills, knowledge and understanding** | * Excellent written and oral communication skills
* Excellent time management skills
* High level of competency in IT, particularly Word, Excel and Outlook
* Valid driving licence
 | * Knowledge of database systems
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| **Personal attributes** | * Ability to work well and remain calm under pressure
* Ability to be flexible and adapt to changing needs
* Organised and methodical
* Ability to work well independently without close supervision, as part of a team with a shared goal
* Ability to exercise judgement in making decisions (following established procedures) or referring to others.
* Excellent level of accuracy and attention to detail
* Willingness to contribute to all aspects of the day to day running of the office
* Smart, professional appearance
 | * Good at problem solving
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