**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 |
| **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 |
| **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 |