

## Administrator of Overseas Courses Person Specification

Criteria	Essential	Desirable
<b>Education, experience and achievements</b>	<ul style="list-style-type: none"> <li>• Educated to degree level, or equivalent qualification <i>or</i></li> <li>• Educated to A level and a minimum of two years' experience working in a busy office environment <i>or</i></li> <li>• A combination of TEFL and administrative experience</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable experience in a comparable professional role</li> <li>• Experience of working on a summer camp or residential course</li> <li>• TEFL qualified (CELTA or CertTESOL) or significant teaching experience</li> </ul>
<b>Skills, knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills</li> <li>• Excellent time management skills</li> <li>• High level of competency in IT, particularly Word, Excel and Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Some knowledge of Italian would be an advantage</li> <li>• Knowledge and experience of using Microsoft Publisher, or other publishing software</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Excellent level of accuracy and attention to detail</li> <li>• Organised and methodical</li> <li>• Ability to work well independently without close supervision, as part of a team with a shared goal</li> <li>• Ability to be flexible and adapt to changing needs</li> <li>• Willingness to contribute to all aspects of the day to day running of the office</li> <li>• Ability to exercise judgement in making decisions (following established procedures) or referring to others.</li> </ul>	