

Person Specification: Administrator of Overseas Courses

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