

## **CURRICULUM ADMINISTRATOR**

### **Person Specification**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Good standard of literacy and numeracy</p> <p>SCQF 6 qualification in either Administration, IT or equivalent relevant experience.</p>	European Computer Driving Licence
<b>Experience</b>	<p>Experience in a clerical/administration role</p> <p>Strong digital literacy skills in particular experience in using Word, Excel and web-based platforms.</p> <p>Experience in taking and preparing meeting minutes.</p> <p>Experience of dealing with people at a wide variety of levels</p>	Desk top publishing
<b>Skills/Knowledge</b>	<p>Strong interpersonal skills</p> <p>Clear verbal and written communication skills</p> <p>Demonstrable digital literacy skills in particular Word, Excel and web-based platforms to maintain records.</p> <p>Strong organisational skills</p>	
<b>Other</b>	<p>Able to prioritise work and work to deadlines</p> <p>Positive, flexible attitude to work</p> <p>Able to work well without supervision</p>	