

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</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable experience in a comparable professional role</li> <li>• Experience of working in the EFL industry</li> <li>• Experience of recruitment and selection of candidates</li> <li>• Experience supervising others</li> <li>• Experience of providing training for others</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>	
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work well and remain calm under pressure</li> <li>• Ability to be flexible and adapt to changing needs</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 exercise judgement in making decisions (following established procedures) or referring to others.</li> <li>• Excellent level of accuracy and attention to detail</li> <li>• Willingness to contribute to all aspects of the day to day running of the office</li> </ul>	