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**Person Specification: Administrator of Overseas Courses**

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| **Criteria** | **Essential** | **Desirable** |
| **Education, experience and achievements** | * Educated to degree level, or equivalent qualification

*or** Educated to A level and a minimum of two years’ experience working in a busy office environment

*or** A minimum of two years’ in demonstrable experience in a comparable professional role
 | * Experience of working on a summer camp or residential course
* Experience in the EFL or broader education industry
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| **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
 | * Some knowledge of Italian would be an advantage
* Knowledge and experience of using databases
* Awareness of safeguarding issues when working with young learners
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| **Personal attributes** | * 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.
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