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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 |
| **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 |
| **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. |  |