****

**Person Specification: Assisant Manager of Overseas Courses**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Education, experience and achievements** | * Educated to degree level, or equivalent qualification   *or*   * A combination of TEFL and administrative experience | * 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** | * 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 Microsoft Publisher, or other publishing software |
| **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. |  |