

Criteria	Essential	Desirable
Education, experience and achievements	<ul style="list-style-type: none"> • Educated to A level, or equivalent qualification • A minimum of two years' experience working in a busy office environment <i>or</i> a combination of TEFL and administrative experience 	<ul style="list-style-type: none"> • Demonstrable experience in a comparable professional role • Experience of working in a multi-cultural environment • Educated to degree level
Skills, knowledge and understanding	<ul style="list-style-type: none"> • Excellent interpersonal skills; ability to work flexibly and react appropriately to different people's needs • Excellent written and oral communication skills • High level of competency in IT; particularly Word, Excel and Outlook • Must have a driving licence and access to own vehicle 	
Personal attributes	<ul style="list-style-type: none"> • Ability to be flexible and adapt to changing needs • Willingness to contribute to all aspects of the day to day running of the office • Excellent level of accuracy and attention to detail • Organised and methodical • Ability to work proactively as part of a team with a shared goal • Ability to exercise judgement in making decisions (following established procedures) or referring to others • Smart, professional appearance 	