

Estates Co-ordinator

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

Qualifications/Experience	Priority
1. Experience of working within a team.	1
2. Experience of using Microsoft Windows applications, to compile data and produce reports.	1
3. Demonstrable experience in administration systems and practices.	1
4. Experience in vehicle fleet administration (desired)	2
5. Experience in health & safety administration (desired)	2
Ability, Skills and Knowledge	
1. Able to adhere to OHC&AT's policies, including Equality and Diversity, Safeguarding of Children and Vulnerable Adults, and Health and Safety Policies.	1
2. Able to take accurate, clear and concise minutes of meetings.	1
3. Able to demonstrate a commitment to the safeguarding of children and vulnerable adults.	1
4. Able to organise, plan and meet set objectives	1
5. Able to demonstrate high level skills in customer service, and a sensitive approach in dealing with a wide variety of people	1
6. Able to maintain accurate, legible and up to date records.	2
7. Able to carry out administrative arrangements for repairs and maintenance of office equipment and premises management.	1
8. Able to prioritise and organise own workload, meeting deadlines and demonstrating high levels of accuracy and attention to detail.	1