

Person Specification

Job Title: Administration Manager

Qualifications and experience	Essential (E)	Desirable (D)
Minimum level 4 qualification (e.g. 1 st year undergraduate or foundation year or Lev 4 NVQ) or 4+ years experience in relevant work area	E	
Working with various office systems and software	E	
Expert IT skills	E	
Proof reading experience		D
Knowledge of quality assurance processes		D
Qualification development experience		D
Experience of coordinating educational provision / training (e.g. registrar, school administrator)		D
Skills and Abilities		
Strong verbal and written communication skills	E	
Ability to plan, organise and prioritise workload	E	
Ability to work on own initiative as well as work in a team	E	
Punctual and be able to work to deadlines and to prioritise and schedule work	E	
Ability to positively work in line with our Equality and Diversity policy and commitment	E	
Personal Qualities		
Interest in and willingness to work with integrative and holistic educational approaches	E	
Willingness to embrace, articulate and work with the Institute's objectives, vision, values and methods	E	
Ability to interact and work collaboratively with others in a supportive and participative manner	E	
Flexibility and adaptability to changing situations	E	
Commitment to Health and Safety good practice	E	
Highly organised and reliable	E	

Commitment to rigorously following regulatory policies and guidelines (Ofqual, etc)	E	
Comfortable with liaising with people from differing organisations and countries	E	
Exemplary standards of professionalism, honesty and confidentiality	E	
Other Qualities		
Commitment to Continued Professional Development	E	
Proactive approach to work	E	