

Personal Specification – Schools & Colleges Department Administrator

PERSON SPECIFICATION

Candidates do not need to be practising Catholics but should be sympathetic to the aims and values of the Catholic Church. Experience and skills in the following areas should be demonstrated:

Essential Skills and Attributes

- Working in an office environment
- Be able to work as part of a team and independently
- Be able to use own initiative and be open to developing new ways of working
- Excellent communication skills with a diverse range of people
- Good computer skills including Word, Excel, Outlook, other databases.

Desirable Skills and Attributes

- Data Protection and GDPR