

Employee Specification

Administrator: Princess Alexandra Home



N-Vision

Blackpool, Fylde & Wyre Society for the Blind

Applicant: _____ Total Score: _____ Date: _____

Job Title: Administrator: Princess Alexandra Home

Location: N Vision, Bosworth Place, Blackpool. FY4 1SH

[Scoring: Meets criteria 1 – Fails to meet criteria 0]

Qualities	Essential Those qualities which are essential to perform the job	SCORE	Desirable Those qualities which allow the job to be performed to the optimum level	SCORE
Work Experience Previous experience required to do the job	<p>Previous employment in providing an efficient, confidential administrative service for an organisation or business.</p> <p>Experience of organising, preparing and providing administrative support for meetings and events.</p> <p>Frequent use (incl. data inputting) of Microsoft Word, Excel and Outlook.</p> <p>Frequent use of inputting data on 3rd party online portals.</p>		<p>Previous employment in undertaking administration/secretarial work for a charitable organisation.</p> <p>Experience of efficiently undertaking, completing and recording financial processes.</p> <p>Experience of working in a care role within a care home.</p> <p>Experience in the use of NHS Capacity tracker, Covid testing reporting and testing documentation.</p>	
Education / Qualifications eg: academic or professional qualifications	Substantial experience of using IT and digital products within an office / administration environment.		<p>Information Technology qualifications eg: ECDL</p> <p>Relevant and recent administration /secretarial qualification [or relevant industry experience].</p>	

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<p>Skills / Abilities / Knowledge eg: analytical skills, computer skills</p>	<p>Ability to manage a varied, responsive workload and to work to tight deadlines.</p> <p>Excellent communication skills including interpersonal, written, presentational and spoken.</p> <p>Ability to work with visually impaired/disabled people and their carers.</p> <p>Ability to understand the roles and contribution of volunteers.</p> <p>Effective and current IT skills.</p> <p>Ability to establish, improve and maintain efficient data, recording, monitoring and reporting systems.</p> <p>Ability to undertake tasks with accuracy and attention to detail.</p>	<p>Experience of working with visually impaired/disabled people and their carers.</p> <p>Experience of understanding the roles and contribution of volunteers.</p> <p>Production of effective publicity material.</p> <p>Ability to order stock and supplies ensuring value and cost effectiveness.</p> <p>Resourceful in attaining knowledge and information.</p> <p>Social media skills across various paltforms.</p>	
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Personal details eg: leadership, flexibility, team working	To be able to work effectively as a member of a team. Flexibility to work outside of normal working hours on occasions.			
Other circumstances Special conditions that apply to this job, eg: need to travel etc.	Ability to travel independently within and outside the Blackpool, Fylde and Wyre areas.			
Total			Total	

For office use only

Completed by:

Date: