



**PERSON SPECIFICATION**  
**Social Work Administrator**

<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
General education to GCSE standard	<b>X</b>	
Qualification in a business/administration/secretarial/HR subject		<b>x</b>
<b>KNOWLEDGE</b>		
An understanding of the charitable/voluntary sector/local government		<b>X</b>
An understanding of Adoption and Children's Services		<b>X</b>
<b>SKILLS AND ATTRIBUTES</b>		
Excellent communication skills and a friendly approachable manner, with the ability to resolve issues appropriately	<b>X</b>	
Proactive, organised and methodical, with an ability to grasp detail and complexity and reach appropriate resolutions	<b>X</b>	
Flexible, with the ability to work on own initiative and to tight timescales	<b>X</b>	
High level of personal and professional commitment	<b>X</b>	
The ability to build effective relationships throughout the organisation to inspire trust and confidence	<b>X</b>	
The ability to work autonomously and prioritise and organise tasks	<b>X</b>	
Ability to compose and type written correspondence accurately and to a high standard	<b>X</b>	
<b>PREVIOUS EXPERIENCE</b>		
Proven experience of using Microsoft Office (Word, Excel, Power point, Outlook and Access) to a high standard	<b>X</b>	
Proven experience of working as an administrator with a significant level of responsibility	<b>X</b>	
Experience of using CHARMS or another cloud-based database		<b>X</b>
<b>ATTITUDES AND VALUES</b>		
Flexible and positive commitment to adoption	<b>X</b>	
Respect for the confidentiality of all users of the services offered	<b>X</b>	
Keen sense of justice and determination to challenge discrimination in any form	<b>X</b>	
Honesty, integrity and non-judgemental in activities related to the work of the Agency	<b>X</b>	
Commitment to equal opportunities	<b>X</b>	

Commitment to professional training and personal development	<b>X</b>	
Commitment to supervision processes and ability to seek advice as appropriate	<b>X</b>	
Commitment to promote and deliver a positive vision of the Agency and its work	<b>X</b>	
<b>OTHER FACTORS</b>		
Flexible to work evenings/weekends if required	<b>X</b>	