Ability to work on own initiative with minimal supervision and be able to communicate effectively
To have an organised and thorough approach to work
To manage paper and electronic filing systems in line with GDPR & Safeguarding practices
To work on projects through from start to finish managing time and tasks effectively
To manage a heavy workload and at times conflicting priorities as well as tracking progress on a wide range tasks
To ensure typing skills are excellent and have the ability to draft own correspondence
Proven experience of minute taking
High levels of literacy, numeracy and oracy.
Excellent attention to detail and understanding of the importance of accuracy and high standards in all areas
Ability to establish effective relationships at all levels, dealing sensitively with people to minimise conflict
Ability to demonstrate continuous professional development.
Use of ICT for administration purposes: current Windows based packages including Microsoft Word, Excel, Outlook and PowerPoint
Capacity for independent working and using initiative as well as the ability to contribute as an active member of the team
Ability to remain calm under pressure showing resilience and the ability to prioritise work with competing deadlines
Have an excellent punctuality and attendance record
A commitment to continuing professional development