

## Administrator Job Description & Person Specification

### Administrator Job Description

#### Executive team support

- Providing scheduling, clerical support and meeting organisation support to the CEO and Deputy CEO
- Providing support to other members of the senior leadership team where appropriate

#### HR administration

- Posting job adverts, monitoring responses and arranging interviews with recruiting managers
- Issuing decline/interview letters to all candidates
- Dealing efficiently with candidate correspondence
- Coordinating the issue of contracts and offers of employment

#### General administration support

- Monitoring quantities of school and mentor resource materials, regional office supplies and ordering new stock
- Supporting colleagues to deliver meetings and events

## Person Specification

	Essential	Desirable
<b>Skills &amp; Experience</b>	<p>Excellent organisation and administration skills</p> <p>Experience of working in a busy and diverse support services environment;</p> <p>Strong written and verbal communication skills</p> <p>Highly organised with strong teamwork skills</p> <p>Competent in using databases, spreadsheets e.g Word, Excel</p>	<p>Awareness or experience of the care system and understanding of the challenges care experienced young people face.</p> <p>Experience of building and maintaining positive relationships with a diverse range of individuals</p>

<b>Abilities</b>	<p>Ability to organise and prioritise work in a busy multitasking working environment.</p> <p>Ability to communicate in a polite, friendly and engaging manner and work with individuals both in person and via virtual platforms</p>	<p>Experience of forming strong partnerships with both internal and external customers</p>
<b>Attitude &amp; values</b>	<p>Ability to use discretion and respect confidentiality of sensitive information</p> <p>Positive, solution-focused attitude</p> <p>Self-motivated, committed to MCR cause and values</p>	
<b>Qualifications</b>	<p>GCSE English &amp; Maths Grade C or equivalent</p>	

MCR Pathways subscribes to the Rehabilitation of Offenders Act (1974) regarding disclosure & barring.

MCR Pathways is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

MCR Pathways is committed to creating an inclusive and diverse environment. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.