



Person Specification

Job Title: Operations Administrator

Date Prepared: November 2021

DETAIL	ESSENTIAL	DESIRABLE
Education and Qualifications	<ul style="list-style-type: none"> GCSE or equivalent English and Mathematics 	<ul style="list-style-type: none"> NVQ/C&G Administration Customer Service Training
Experience	<ul style="list-style-type: none"> Minimum of two years' experience in a busy office environment Customer service experience 	<ul style="list-style-type: none"> Experience of setting up processes and systems for working Note-taking/shorthand Experience of working with older people Experience in the charity sector
Specific Skills and Knowledge	<ul style="list-style-type: none"> Intermediate IT skills (MS Office applications) 	<ul style="list-style-type: none"> Database management
Personal Qualities	<ul style="list-style-type: none"> Friendly Confident Approachable Organised Flexible Attention to detail 	
Other Factors	<ul style="list-style-type: none"> Based within a reasonable commute to Morden College Committed to the Values and Vision of Morden College 	

We reserve the right to request sight of the original documentation specified above as proof of education and qualifications.