

**GENESIS SUPPORT SERVICES LTD
BUSINESS ADMINISTRATOR PERSONNEL SPECIFICATION**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	Experience of working within an office in an administrative role	Experience of work with young people in a community setting.	Application form and selection process
QUALIFICATIONS	Educated to B tech national Diploma Level	Other qualification in the field of social care.	Application form and selection process. Certificates
TRAINING	Be willing to undertake related and self development training.		Application form and selection process.
SPECIAL KNOWLEDGE	Knowledge of developing financial systems, book keeping, pay roll	Knowledge of child care legislation and the Children (Leaving Care) Act. Knowledge of Social Services. Knowledge of local housing provision.	Application form and selection process.
EQUALITY	Candidates should indicate an acceptance of and commitment to the principles underlying aspirations Equal Rights policies and practices.		Selection Process
DISPOSITION - ADJUSTMENT/ ATTITUDE	Able to relate positively to young people. Able to work effectively alone and as part of a team.	Ability to use initiative and take responsibility. Be motivated by a sincere interest in the needs of care leavers.	Selection process
PRACTICAL & INTELLECTUAL SKILLS	Effective communication skills literate and numerate and able to present information accurately. Able to write reports.	Ability to absorb information easily. Ability to work on own initiative and manage workload with minimal supervision.	Application form and selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
CIRCUMSTANCES - PERSONAL	Must be legally entitled to work in the UK. Must be subject to a enhanced DBS	Should hold a current driving licence and have access to a suitable vehicle. Ability to drive – must be licensed and appropriately insured (business use)	Selection process. Sight of appropriate documentation as specified in interview letter.
PHYISCAL/SENSORY	Must be able to perform all duties and tasks with reasonable adjustment, where appropriate. .		Selection process

SPECIAL CONDITIONS

Must be prepared to work outside normal office hours occasionally including early mornings, evenings.
 Must be prepared to travel occasionally to the organisations other projects– travel expenses will be paid.

Prepared by M Joseph