



PERSON SPECIFICATION

JOB TITLE: Communications & IT Officer

LOCATION: 35 Hendon Lane, Finchley N3 1RT

HOURS OF WORK: 35 hours per week

POST REQUIREMENTS/ CRITERIA	ESSENTIAL/ DESIRABLE		ASSESSED FROM APPLICATION FORM/ INTERVIEW/TEST
EXPERIENCE RELEVANT TO POST	E	Minimum one year's administration experience in an office environment	A/I
SKILLS & ABILITIES/ SPECIAL APTITUDES	E	Thorough knowledge of Microsoft Office 365 (Word, Excel, SharePoint, Teams, Forms, Admin, Power Automate)	A/I
	E	Previous experience of maintaining and using a database to run reports	A/I
	E	Excellent knowledge of social media platforms (e.g. Facebook, Linked In, Instagram)	A/I
	E	Experience of updating and maintaining a website (e.g. using WordPress)	A/I
	E	Good knowledge of Canva/Affinity to create flyers and promotional materials.	A/I/T
	E	Good organisational skills, ability to prioritise tasks	A/I

	E	Understanding of IT troubleshooting	A/I
	E	Able to work independently and as an active member of a team	A/I
	E	Excellent communication skills	A/I
	E	Excellent telephone manner	A/I
KNOWLEDGE RELEVANT TO JOB	D	Awareness of issues relating to learning disabilities and autism	A/I
EDUCATION	E	A high standard of literacy	A/I
	E	A good secondary education	A/I
TRAINING	E	To undertake relevant training as required	A/I
SPECIAL JOB REQUIREMENTS	D	Availability to work outside normal office hours on occasion	A/I
	E	To be able to adapt quickly to changing situations and work in a very busy office environment	A/I
EQUAL OPPORTUNITIES	E	To actively promote anti-discriminatory practice	A/I

The information on this form will be the basis on which applications are shortlisted. All applicants with a disability who meet the essential criteria will be shortlisted for interview.