

Outdoor and Sustainability Education Specialists (OASES)



PERSON SPECIFICATION

JOB TITLE: OASES Administration Officer

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by:			
			(Essential/ Desirable)	Application Form	Interview	Practical Task	Certificate
Education & Qualifications	1	Grade 4/C or above in GCSE/O Level English and Maths or equivalent.	E	*			*
Experience	2	Proven experience of making and answering telephone calls and using answering machines.	E	*			
	3	Proven experience of using software packages in particular Microsoft Word, Excel, PowerPoint, Teams, Outlook, Sharepoint.	E	*	*		
	4	Experience of using Social Media including facebook, Twitter/X and Instagram	E	*	*		
	5	Experience of using IT platforms including Instagram, Mailchimp, Canva and Wordpress.	D	*	*		
	6	Proven experience of using office technology, such as photocopier, laminator, shredder.	D	*	*		
	7	Proven experience of assisting with promotional campaigns.	D	*	*		
	8	Proven experience of creating promotional leaflets and posters.	D	*	*		
Knowledge	9	Proven understanding of health and safety and its application in work practices.	D	*			
	10	Understanding of child protection legislation and good practice.	D	*			
Personal Skills	11	Excellent organisational skills.	E	*	*	*	
	12	Excellent communication skills (both written and verbal).	E	*	*		
	13	Ability to maintain confidentiality as required.	E	*			
	14	Ability to work on own initiative.	E	*		*	
	15	Ability to work as part of a team.	E	*	*		
	16	Ability to achieve targets and deadlines whilst still maintaining quality.	E	*		*	
	17	Willingness to undertake occasional work out of hours.	E	*			
	18	Willingness to clean and maintain outdoor learning equipment in all weathers.	E	*			
		Ability to physically maneuver/transport sometimes large/heavy equipment.	E	*			
	19	Friendly and approachable.	E	*	*	*	
	20	Willingness to keep office and storage spaces tidy and organised.	E	*		*	
	21	Proactive.	E	*		*	
	22	Honest.	E	*	*	*	
	23	Ability and willingness to make simple repairs to broken equipment and supplies.	D	*		*	
Additional Requirements	24	A commitment to Equal Opportunities and Diversity in all work practices.	E	*	*		
	25	A commitment to Sustainability practices	E	*			
	26	Ability to travel to a range of locations within a reasonable timescale.	E	*			
	27	An appreciation and commitment to Health and Safety issues in the workplace.	E	*	*		
	28	Willingness to undertake regular CPD/training, including Safeguarding, First Aid, Manual Handling.	E	*			