

Person Specification

Job Title:	Schools and Volunteer Administrator
Service:	Coram Beanstalk
Reporting to:	Administration Manager/Support Team Manager
Salary Range:	£23,933
Work Pattern	Monday to Friday 9am to 5pm
Contract Type	Permanent

Knowledge, Skills & Experience	Essential / Desirable
Experience of providing a high standard of customer service, using known processes and own initiative to respond to the customer's needs.	Essential
Experience of working role requiring a high level of organisational and IT skills.	Essential
Experience of using and maintaining a database to manage records and handle processes.	Essential
Previous use of the Salesforce system.	Desirable
Key skills and Behaviours	
Excellent organisational and administrative skills, with demonstrated ability to meet deadlines.	Essential
Strong communicator both verbal and written and comfortable with speaking over video links.	Essential
Logical and analytical thinking combined with strong problem-solving skills and attention to detail.	Essential
An excellent level of IT literacy and proficiency with MS Office suite and other relevant software.	Essential
Good understanding of the Salesforce platform, its functionality and best practice.	Desirable

Other Requirements	
Commitment to Beanstalk's mission	Essential
Understanding of safeguarding	Essential
Commitment to equality, diversity and inclusion	Essential
Able to travel on occasion	Essential