



JOBS at **BCP** Council

Person Specification

Criteria

Requirement	Criteria
Significant experience in an administrative role, using computerised systems.	Essential
Experience of using a range of IT systems, including Word, Excel email and databases.	Essential
Previous experience of supervising or managing staff.	Essential
Proven effective knowledge of office practices and administrative procedures.	Essential
Ability to work with minimum supervision, to use initiative, prioritise and complete work under pressure.	Essential
Attention to detail, ability to retain information and produce accurate/quality work.	Essential
Apply confidentiality to all information handled.	Essential
Minimum of 5 GCSEs grade C/4 or above including English Language and Mathematics, or equivalent ability.	Essential
NVQ/Diploma Level 3 / BTEC National Certificate or equivalent in Administration / Business studies or evidence of equivalent skill level.	Essential
Must be able to travel around the county, in an agreed timely matter, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.	Essential

Examination and Accreditations Officer

Post Ref 104090

Department BOP Hierarchy

Division Destination & Culture

Section 2189

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