

DBS Administrator - Person Specification

Criteria		Essential/ Desirable
Education / Qualifications	Evidence of a good general education	E
	A teaching / training qualification	D
Experience	At least 3 years' experience of working within an administrative setting	E
	Skilled communicator at all levels including confident presentation skills	E
	At least 3 years' experience of successfully managing your own workload	E
	At least 2 years' experience of successfully delivering training	D
Skills and Abilities	Confident in delivering presentations and training	E
	Highly organised and able to multi-task	E
	Able to analyse information and make decisions and/or recommendations	E
	Able to present and report on data	E
	Customer focussed/solution focussed	E
	Organised approach to work, ability to prioritise and work under pressure	E
	Competent in Microsoft Office applications	E
	Working knowledge of Microsoft Access	D
Knowledge	Knowledge of the DBS service and eligibility criteria for application	E
	Knowledge of DBS applications and their role in safeguarding	E
	Knowledge of the voluntary sector and the environment within which it operates	D
Other Requirements	Excellent attention to detail	E
	Strong oral and written communication skills	E
	Experience of working on own initiative	E
	Absolute discretion and ability to maintain confidentiality	E
	Willingness to learn new skills	E
	Commitment to the principles of equal opportunities and inclusion	E
	Flexibility around working times	E
	Driving Licence and own transport	E
	Strong team player	E
A clear enhanced DBS disclosure	E	