



Selwyn College Cambridge

## CHAPEL ADMINISTRATOR: PERSON SPECIFICATION

### Essential skills, attributes, and knowledge

- Computer literate, with a thorough knowledge of e-mail, MS Word and Excel
- Practical experience of working in a busy office environment.
- Excellent spoken and written communication skills and a professional telephone manner
- Effective listening skills
- Excellent organisational skills and attention to detail
- Ability to prioritise and work efficiently under pressure
- Attention to detail, particularly accuracy in the written word
- Able to work unsupervised, and on own initiative, as well as within the wider team
- Flexible, supportive and willing to help others in the Chapel team as necessary
- Ability to relate to people across all levels and put them at their ease
- Enthusiastic, proactive, and someone who enjoys getting the job done
- Ability to develop strong and effective relationships
- Ability to maintain a high level of confidentiality and discretion at all times.
- Knowledge of the Data Protection Act
- Commitment to understanding and adhering to College safeguarding procedures