

Development Administrator – Person Specification



WESTMINSTER SCHOOL

	Criteria	Essential	Desirable
Qualifications/Professional Development	Educated to degree level, or with extensive relevant experience	Yes	
	Evidence of professional development undertaken in areas including administrative support, IT and other competencies		Yes
Knowledge/Experience	Administrative experience in an office setting	Yes	
	Experience of providing PA duties		Yes
	Experience working in an educational or charity setting		Yes
	Experience of working with The Raiser's Edge (preferably) or other fundraising databases/CRM systems		Yes
	Experience working in a development/alumni relations office in education or working in a development office in the charity sector		Yes
	Understanding and empathy for the ethos and objectives of the Charity	Yes	
	Understanding of UK GDPR regulations		Yes
	An awareness of safeguarding	Yes	
	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work	Yes	
Skills and abilities	Highly organised and resilient, with the ability to multi-task, schedule activities and meet a range of deadlines within a fast-paced environment	Yes	
	High level of attention to detail	Yes	
	The ability to engage constructively and tactfully with people, with a high degree of empathy	Yes	
	Ability to react calmly to unexpected situations in a positive efficient manner	Yes	
	Excellent verbal communication skills, with demonstrated experience in communicating with colleagues and stakeholders	Yes	

	Excellent written communication skills, with demonstrated ability to produce materials including correspondence and reports	Yes	
	Proficiency in working with different software applications, including the Microsoft Office suite (Word, Excel, PowerPoint)	Yes	