

Administrative Assistant – PERSON SPECIFICATION

FRESHWATER THEATRE COMPANY – SPRING 2024

ESSENTIAL EXPERIENCE

- Minimum of one year's experience working in administration, preferably in an office environment
- Experience of a customer-facing role whether in person or on the telephone

ESSENTIAL SKILLS AND ATTRIBUTES

- Ability to coordinate detailed information with excellent attention to detail
- Highly organised multi-tasker with strong time-management skills, including the ability to prioritise effectively and work to strict deadlines
- Remains calm, positive, and enthusiastic in a busy and demanding office environment
- Supportive, cooperative, and flexible within a small team
- Professional, polite, and confident telephone manner
- High level of written and spoken English
- Computer literate and familiar with commonly used software packages such as Microsoft Office including Outlook, and experience of using a bookings database/databases

DESIRABLE

- Familiarity with Mac computers and Filemaker database software
- Good understanding of the UK school system and knowledge of how schools operate including school terminology e.g. key stages
- Geographical knowledge of the UK, particularly Greater London, and an ability to plan journeys via car and/or public transport
- Knowledge of and interest in drama-in-education and the arts