

ADMIN SUPPORT MANAGER : PERSON SPECIFICATION

	Essential	Desirable	Assessed via		
QUALIFICATIONS:					
NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards)		✓	Application form and interview		
GCSEs or equivalent in English and maths	✓				
EXPERIENCE:					
Working in an office environment at senior level		✓	Application form and interview		
Organising, leading and motivating other staff	✓				
Developing, managing and operating clerical / administrative and organisational systems		✓			
Supervising staff		✓			
Working with children or young people		✓			
Analysing and evaluating data		✓			
KNOWLEDGE AND SKILLS:					
Excellent attention to detail	✓		Interview		
Excellent literacy and numeracy skills	✓		Task		
Competent use of IT packages including word processing, spreadsheets, computerised accounting systems and school MIS systems	✓		Task		
Ability to use relevant office equipment effectively	✓		Interview		
Ability to plan, organise and prioritise	✓		Interview		
Understanding of data protection and confidentiality		✓	Interview		
Understanding of safeguarding		✓	Interview		
PERSONAL QUALITIES:					
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	✓		Interview		
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	✓		Interview References		
Ability to work under pressure and prioritise effectively	✓		Interview and Task		
Commitment to maintaining confidentiality at all times	✓		Interview and references		
Commitment to safeguarding and equality	✓		Interview		
Embraces change well with willingness to learn and adapt	✓		Interview		
Deals with difficult situations effectively	✓		Interview and References		
Commitment to working well within a team	✓		Interview		