



Person Specification

Administration and families Co-Ordinator

Grade 5

For this role we are looking for:

- Experience of a high level of administrative work. ordering, receiving and securing safekeeping of supplies and stock.
- Experience of general clerical, administrative and financial work in a school setting or other comparable establishment
- Knowledge of using Arbor/Sims/Bromcom/FMS
- Excellent personal and office organisational skills and ability to develop and maintain effective administrative systems.
- Knowledge and experience of working with children, young people and families and dealing with barriers to education and helping them overcome attendance difficulties.
- Knowledge, experience and understanding of safeguarding procedures, child protection issues and law. Knowledge and experience of statutory legislation guidelines and polices on attendance.
- Knowledge and experience of statutory legislation guidelines and polices on attendance with a view to presenting prosecution cases in court.
- Ability to plan and prioritise own workload, meet deadlines within fixed sometimes conflicting timescales.
- Excellent IT skills, including spreadsheets, databases, word processing and internet /emails in order to produce high quality documents.
- Excellent numeracy, literacy skills and handwriting. Along with the ability to produce accurate written minutes/notes of meetings.

- High level of written, oral and listening communication skills for effective interaction with internal and external contacts including members of the public, elected members and staff at all levels.
- Accuracy and precision when preparing, maintaining and monitoring administrative records.
- Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives.
- Ability to work as part of a team and openly and collaboratively with multi-agency colleagues, while applying the principals of confidentiality.
- Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to identify your own training and development needs and cooperate with the means to address these needs.
- Effective analytical skills and problem solving.
- Willing to work towards applying the principle of project management
- Experience of training is desirable
- The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependant on the audience.

Personal style and behaviour

- Drive, tenacity, and an ability to maintain focus, objectivity and sound judgement under complex conditions to achieve desired outcomes.
- Ability to work under pressure and prioritise effectively.
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school. Maintaining confidentiality at all times.
- Tact and diplomacy in all interpersonal relationships with external contacts and colleagues at work to establish and maintain positive relationships which generate confidence and respect.
- Personal commitment to excellence in service delivery. Flexibility to adapt to changing workload demands and new organisational challenges.
- Embrace change well.
- Deal with difficult situations effectively.
- Desire to pursue own personal development and take full advantage of training provided.
- Self-motivation and personal drive to complete tasks to required timescales and quality standards.
- Ongoing commitment to ensure services are equally accessible and appropriate to the diverse needs of service users.

- Personal commitment to the school's professional standards, including dress code as appropriate, and a commitment to continuous school improvement.
- Flexibility in approaches to work including service location arrangements and working outside core hours.
- Be willing to consent to and apply for an enhanced disclosure check to the DBS.