

Person Specification

POST: Administrator

ATTRIBUTE	ESSENTIAL	DESIRABLE
Qualifications	<p>English and Maths GCSE or equivalent – level C/4 or above.</p> <p>Accurate understanding of English Language and Grammar.</p> <p>Enhanced DBS</p>	
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Experience of employment in an administration role. • Excellent communication skills. • Analytical, strategic and innovative skills. • Office skills / secretarial duties. • Knowledge of MS Office software, specifically Word and Excel. • Good interpersonal skills with students, parents and staff. 	<p>Experience of working in administration in a secondary school.</p> <p>Experience of using school database package eg SIMS.</p>
Personal Skills and Qualities	<p>Candidates should be able to provide evidence that they:</p> <ul style="list-style-type: none"> • Are enthusiastic in approach and adaptable to changes and developments within a fast paced workplace. • Are discreet and have the ability to maintain confidentiality. • Are approachable, considerate and empathetic. • Are confident and able to use initiative. • Have the ability to prioritise conflicting workloads, remaining calm under pressure. • Have excellent communication skills – both written and verbal. • Have a desire for high standards of work and a consistently high standard of personal presentation. • Are able to demonstrate excellent interpersonal and organisational skills. • Are able to build and maintain effective relationships. • Can demonstrate effective teamwork skills. • Have a willingness to work flexibly to meet deadlines. • Have a good sense of humour. 	
Safeguarding	<p>The ability to safeguard and promote the welfare of children and young people:</p> <ul style="list-style-type: none"> • Appreciate the significance of safeguarding and interpret this accurately for all individual children and young people whatever their life circumstances • Have a good understanding of the safeguarding agenda • Can demonstrate an ability to contribute towards a safe environment • Can show a personal commitment to safeguarding 	

All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.