

Person Specification

POST: Administrator

ATTRIBUTE	ESSENTIAL	How identified*	DESIRABLE	How identified*
Qualifications and Training	English and Maths GCSE or equivalent – level 6/B or above. Thorough and accurate understanding of English Language and Grammar.	A I	Educated to A Level or equivalent.	A
Experience	Previous experience providing high level confidential administrative support. A proven track record of successfully balancing conflicting priorities and deadlines. Demonstrable experience of successfully building and managing effective relationships with stakeholders, internally and externally at all levels. Previous experience of co-ordinating administrative systems and processes across a number of associated functions. Previous experience of being first point of contact for correspondence and drafting appropriate responses.	A, I, R A, I, R A, I, R A, I, R	Two years experience in a school environment.	A, I, R
Ability, Skills and Knowledge	Word processing Office skills / secretarial duties. Advanced and comprehensive knowledge of MS Office, specifically Outlook and Excel.	A, I, R A, I, R A, I, R	Advanced knowledge of school database package, eg SIMS.	A
Personal Skills and Qualities	Candidates should be able to provide evidence that they: <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 and empathetic. • Are confident and a self assertive self starter, 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. 	A, I, R		

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	<ul style="list-style-type: none"> • Are able to think creatively and strategically to resolve issues and formulate plans. • Can demonstrate effective teamwork skills. • Have a willingness to work flexibly as required, attending evening College events where necessary. • 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"> • Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances • Has a good understanding of the safeguarding agenda • Can demonstrate an ability to contribute towards a safe environment • Shows a personal commitment to safeguarding 	A, I, R		

Key to how identified: A = Application R = Reference I = Interview