

# PERSON SPECIFICATION



## Administrator (People)

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications	<ul style="list-style-type: none"> <li>GCSEs grades 9 - 4 (A* to C) in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Relevant qualifications in areas of business admin e.g. HR, Finance.</li> </ul>	A, I
Work experience and desired vocational training	<ul style="list-style-type: none"> <li>Significant relevant experience working in an office environment.</li> <li>Familiar with the use of ICT systems including Bromcom/SIMS, Microsoft packages.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an Educational Setting.</li> <li>Experience of working in a Special School.</li> </ul>	A, I, R,
Other relevant experience and/or interests	<ul style="list-style-type: none"> <li>Ability to ensure the smooth operation of school business.</li> </ul>		A, I
Special(ist) knowledge		<ul style="list-style-type: none"> <li>Experience of working in an Educational Setting.</li> <li>Experience of working in a Special School.</li> </ul>	A, I
Job related personal skills	<ul style="list-style-type: none"> <li>Organised</li> <li>Motivated</li> <li>Flexible</li> <li>Punctual</li> <li>Ability to relate well to children, staff and parents</li> <li>Work on own initiative</li> </ul>		A, I
Special Working Conditions	<ul style="list-style-type: none"> <li>Flexible approach to working environment</li> <li>Ability to meet the physical demands of the post.</li> <li>Ability to bring to the role - initiative, enthusiasm, professionalism and commitment.</li> </ul>		A, I

Method of Assessment: (A) application form, (I) interview, (R) references