

PERSON SPECIFICATION: Administrator (PP, SEND & EXAMS)

| | Essential | Desirable |
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| Education and qualifications | <ul style="list-style-type: none"> • Good general level of education and/or relevant vocational qualifications including GCSE or equivalent in English language and mathematics at grade C or above | <ul style="list-style-type: none"> • RSA III or equivalent in Word Processing/ Secretarial Skills |
| Experience | <ul style="list-style-type: none"> • Previous experience of administration and secretarial work • Experience of undertaking a range of administrative tasks | <ul style="list-style-type: none"> • Experience of working in an educational setting • Experience of working with SIMS |
| Skills / Knowledge / Aptitude | <ul style="list-style-type: none"> • IT literate – competent in Microsoft packages • Good organisational skills • Ability to solve problems on a day to day basis • Ability to work with minimal supervision and to act on own initiative • Ability to work collaboratively with others • Ability to cope with conflicting demands, deadlines and interruptions. • Empathy with children and young people | |
| Personal Qualities | <ul style="list-style-type: none"> • Good interpersonal skills • Able to show initiative and be self-organising • Able to work without close direction • Well organised and possess logical planning skills • Good attention to detail • Able to work under pressure • Able to work independently and as part of a team • A commitment to quality and continuous improvement • Able to maintain confidentiality • Willingness to be flexible • Commitment to equality principles | <ul style="list-style-type: none"> • Good sense of humour |
| Communication Skills | <ul style="list-style-type: none"> • Able to communicate effectively verbally and in writing at a range of levels | |
| Other | <ul style="list-style-type: none"> • Fluent in the English language in accordance with the Immigration Act 2016 | <ul style="list-style-type: none"> • Ability to increase hours at short notice |

All offers of employment are “conditional” until Disclosure and Barring and qualification checks have been successfully completed and satisfactory references have been received. Redborne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.