

PERSON SPECIFICATION - Alternative Provision Administrator

Essential	Desirable
<p>EDUCATION & TRAINING</p> <p>5 GCSE's including English and Maths to Grade C/4 or equivalent</p> <p>Take responsibility for own professional development and the willing to partake in further in-service or external staff development and training.</p>	<p>Further or Higher Education</p>
<p>KNOWLEDGE</p> <p>A sound knowledge of a range of computer applications including high level knowledge of MS Office</p> <p>Ability to create, interpret and present complex data accurately and confidently</p> <p>Knowledge of relevant policies, legislation and codes of practice</p>	<p>Previous working knowledge of MIS database or similar.</p>
<p>EXPERIENCE</p> <p>Previous experience of busy administrative offices.</p> <p>Previous experience in developing new processes</p> <p>Significant experience of administrative processes</p>	<p>Previous experience of working within an educational setting</p>
<p><u>PROFESSIONAL SKILLS:</u></p> <p>Excellent communication and interpersonal skills</p> <p>Ability to communicate with a wide range of audiences, including young people, other employees within the school and other schools within the trust, parents, LA, suppliers, clients, professional advisers and others</p>	

<p>Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines.</p> <p>Excellent organisational skills with a willingness to respond positively to changing circumstances.</p>	
<p>PERSONAL QUALITIES</p> <p>Confidence and independence to work using own initiative</p> <p>Assertive, enthusiastic, motivated and committed</p> <p>Ability to work alone as well as part of a wider remote understanding roles and responsibilities and your own position within these</p> <p>Builds and maintains effective relationships with colleagues</p> <p>Good time management skills</p> <p>Commitment to Equal Opportunities</p> <p>Flexible and resilient</p> <p>Tact, sensitivity, integrity, good judgement.</p> <p>Suitability to work with children. Enhanced DBS check.</p>	

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS (Disclosure and Barring Service) check will be carried out for the successful candidate.