

General Administrator

Trinity Academy

Person Specification

Short listing will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.

1. Skills and Abilities

	Description	Method of Assessment
	Essential to have or evidence can develop	
	Excellent accuracy whilst meeting challenging deadlines.	Application form/interview
	Ability to meet multiple requests for information in a calm and professional manner.	Application form/interview
	Excellent organisational and general administrative skills, e.g. recording, filing, prioritising.	Application form/interview
	Excellent IT skills especially in the areas of databases and spreadsheets, and comfortable with the use of IT as an integral and essential tool.	Application form/interview
	Ability to prioritise own workload and deliver to deadlines.	Application form/interview
	Ability to work on own initiative and not require constant supervision.	Application form/interview
	Ability to work as part of a team and support others.	Application form/interview
	Excellent interpersonal skills. Must be able to communicate effectively, especially face to face and via email and telephone.	Application form/interview
	Must be able to establish and maintain good relationships with all people at all levels both internally and from outside the school, e.g. senior management, teachers, governors, visitors and	Application form/interview

	<p>parents/carers.</p> <p>Be able to maintain absolute confidentiality regarding personal data held by the School.</p> <p>Demonstrate initiative and a proactive approach to problems to identify solutions and opportunities.</p>	<p>Application form/interview</p> <p>Application form/interview</p>
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	<p>Desirable</p> <p>Potential to expand and develop and to take on additional responsibilities.</p> <p>Experience of working in a school</p>	<p>Application form/interview</p> <p>Application form/interview</p>
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2. Knowledge/Qualifications

	Description	Method of Assessment
	<p>Essential</p> <p>Excellent general office and IT skills.</p> <p>Excellent literacy, numeracy & accuracy.</p> <p>Knowledge of standard IT systems and programs: MS Word MS Excel MS Outlook Google</p>	<p>Application form, interview</p> <p>Application form, interview.</p>

	<p>Desirable</p> <p>Knowledge of the an MIS system (preferably SIMS or Arbor)</p> <p>Knowledge of the legal aspects of handling personal data</p>	<p>Application form/interview</p> <p>Application form/interview</p>
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3. Experience

	Description	Method of Assessment
	Essential General office experience to meet the needs of the post. Experience of working on a number of tasks simultaneously and managing time effectively to maintain progress.	Application form/interview Application form/interview
	Desirable Experience of work in a school environment. Experience of SIMS. net ICT package. Experience of working with children or young people.	Application form /interview Application form /interview Application form /interview

4. Other Requirements

	Description	Method of Assessment
	Essential Commitment to excellence and desire for continual improvement. A knowledge and interest in the education environment.	Interview Interview
	Desirable Assist with organisation and staffing of trips and visits such as Duke of Edinburgh, UCAS Fair and trips to Universities.	Interview