

PERSON SPECIFICATION

ADMINISTRATOR – NJE Grade 4

REQUIREMENTS	ESSENTIAL	DESIRABLE
Good academic standard of general education to GCSE including English and Maths Grades A, B or C /NVQ level 2 in business administration or equivalent	√	
A minimum of one year's experience in an admin role	√	
Experience or working within a school office environment		√
Experience and knowledge of working collaboratively with other professionals		√
Knowledge of school SIMS.net system		√
Proficient use of ICT and secure knowledge of Microsoft software packages, to include Word and Excel	√	
Good organisational skills	√	
Knowledge and understanding of data protection and confidentiality	√	
Understanding of learners with a range of special educational needs and disabilities		√
Ability to work under pressure	√	
Able to approach work in a flexible manner, and work with changing activities, priorities and deadlines	√	
Ability to work without close supervision and use initiative	√	
Understanding of being an effective team member	√	
Experience or dealing with stressful situations and disturbing information		√
Experience of applying sensitivity to the needs of the service users and their significant others		√
Ability to apply tact and discretion in sensitive situations		√
Ability to maintain confidentiality	√	