



WADDESDON

CHURCH OF ENGLAND SCHOOL

Person Specification

Sixth Form Administrator and Study Centre Supervisor

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (e.g. application form, interview, reference etc)
Qualifications Minimum of 4 GCSEs or equivalent including English and Maths Recognised and relevant NVQ Level 3 or equivalent.	E E	App App
Experience Experience of working in administration Experience of working in an academic environment e.g. in school administration, recruitment and/or with UCAS Experience of supervising and working with students/young people Experience of managing difficult conversations in a way which is professional, constructive and ultimately leads to positive outcomes	E D D E	App/Int/Ref App/Int App/Int/Ref App/Int
Knowledge/skills Strong IT skills, including use of Excel Good organisational skills Ability to proofread Excellent interpersonal and communication skills High standards and expectations for all Skill in dealing with difficult situations and the resilience where necessary Ability to work well with a wide range of people A wholehearted commitment to supporting and promoting the school's culture, values and ethos	E E E E E E E E	App/Int App/Int/Ref Int Int/Ref Int/Ref Int/Ref Int/Ref Int

Abilities Ability to work pro-actively, on own initiative The ability to work positively and productively with students, parents and staff Ability to work accurately, plan and prioritise workloads to meet deadlines Ability to work as member of a team	E E E E	Int/Ref Int/Ref Int/Ref App
Professional Values High standards and expectations for all Wholehearted commitment to supporting and promoting the school's culture, values and ethos High levels of professionalism; gravitas Strong commitment to ensuring high standards in own work and the work of others Strong commitment to safeguarding Unshakeable belief in the ability of all children and young people to achieve and to overcome obstacles to their learning	E E E E E E	Int/Ref Int Int/Ref Int/ref Int Int

April 2022