

Person Specification

Sixth Form Administrator



Factor	Essential	Desirable	Assessment*
Qualifications	• 5 GCSEs including Maths and English	• Relevant training to fulfil criteria of job specification • Relevant qualifications in office administration e.g. Secretarial or Business Studies	A, D
Experience	• General clerical and administrative work • Excellent knowledge of the Microsoft Office package	• Experience of working in a school or college environment • Experience with school MIS systems (e.g. Bromcom) • Experience of running a busy office • Experience of dealing with young people and adults	A, I, R
Skills and Knowledge	• Ability to work accurately and to deadlines • Ability to work under pressure and to maintain confidentiality • Good ICT skills on a variety of office packages • Data manipulation using Excel • Good knowledge of Management Information Systems • Good organisational skills • Ability to work both independently and as part of a team		A, I, R
Personal Attributes	• An ability to work with a wide range of people • A flexible approach to work to reflect the changes in demand at certain times of year • An understanding of and commitment to Equal Opportunities issues • A commitment to safeguarding and promoting the welfare of children and young adults • Conscientious, honest and reliable • Ability to work with discretion		A, I, R

*Assessment Method – details how the criteria will be assessed

A = Application Form, **I** = Interview, **R** = References, **D** = Documentary Evidence