



Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Notre Dame High School Person Specification

Job Title: Sixth Form Administrator

Specification	Criteria	Evidenced by
	Essential Desirable	Application Interview References
Knowledge, skills & experience		
Proficient computer skills including the ability to use the main software packages/School Management Information Systems competently	E	Application Interview References
Strongly developed organisational skills and ability to multi task	E	Application Interview References
Ability to use data to drive improvement	D	Application Interview
Ability to think on feet, work on own initiative and find solutions to problems	E	Application Interview References
Good interpersonal skills with strong two - way communication	E	Application Interview References
Ability to prioritise own work to meet deadlines and ensure most effective use of time	E	Application Interview References
Ability to work as a member of a team and be accountable	E	Application Interview References
Ability to manage resources	E	Application Interview References
Ability to handle conflict and change with optimism and resilience	E	Application Interview References
Ability to make a positive contribution to the wider life and ethos of the school	E	Application Interview
Ability to advise senior leaders on changes in policy / legislation / best practice in Sixth Form Administration Systems/Processes	E	Application Interview
Personal qualities, values and attributes		
Commitment to upholding the school ethos	E	Application Interview



Values all children equally	E	Application Interview
Conducts oneself with humour, diplomacy and integrity	E	Interview
Patience and the ability to remain calm in stressful situations	E	Interview
Motivation to work in a school with children and young people	E	Application Interview
Subject / post specific requirements		
4 or 5 GCSEs at grades 9 to 4 (A* to C), or equivalent, including English and Maths	E	Application
Further qualifications in a relevant field e.g., administration, business, event planning	D	Application Interview
Willingness to take part in appropriate training and personal and professional development, so that practice is kept up to date and effective by reflecting on own practice.	E	Application Interview