



## The Cotswold School Academy Trust – Person Specification

### Sixth Form Administrator

Qualifications and Experience		
Essential	Desirable	Evidence
<ul style="list-style-type: none"> <li>• Qualified to A level (or equivalent) standard</li> <li>• Prepared to undertake and maintain immediate First Aid training</li> <li>• At least 2 years of experience of secretarial or administrative duties</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Qualified to Degree standard</li> <li>• Holder of valid First Aid certificate</li> <li>• Experience of working in an educational environment</li> </ul>	Application form Letter of Application References Interview Certificate/s (to be available at interview)
Knowledge and Skills		
Essential	Desirable	Evidence
<ul style="list-style-type: none"> <li>• A high level of computer literacy, being proficient and accurate in use of email, word processing, mail merge and spreadsheet programs, particularly Microsoft Word and Excel, coupled with a willingness and ability to learn other applications</li> <li>• Strong organisational and time-management skills Excellent written and oral communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Confident working knowledge of SIMS</li> <li>• Strong inter-personal skills: the ability to relate effectively with people at all levels -staff, students, parents/carers and visitors</li> </ul>	Application form Letter of application References Interview

Personal Qualities		
Essential	Desirable	Evidence
<ul style="list-style-type: none"> <li>• Trustworthy and able to keep information confidential</li> <li>• Calmness, positivity, patience and a sense of humour</li> <li>• Diplomacy, tact and the ability to be assertive when necessary</li> <li>• Self-motivated</li> <li>• Able to work under pressure and to meet deadlines</li> <li>• Able to work flexibly and re-prioritise quickly under direction from the Sixth Form Leadership Team</li> <li>• An interest in post 16 educational affairs</li> <li>• Enjoy working with 16-19 year old students</li> <li>• Agreement with the School's ethos: The pursuit of excellence within a caring community</li> </ul>		Application form Letter of application References Interview
Special Requirements		
Essential	Desirable	
<ul style="list-style-type: none"> <li>• Some evening work e.g. Sixth Form Parents' Evenings; Sixth Form Open Evening</li> <li>• Core working hours: 8.30am to 4.30pm</li> </ul>		