Person Specification

Staff Cover & CPD Administrator

The successful candidate will be well motivated, have a genuine interest in supporting young people, able to use his/her initiative and enjoy the level of responsibility involved in the post.

	Essential	**How Assessed**	**Desirable**
Qualifications	• Good general education to GCSE standard	A	
Experience	• Experience of working with computer systems	A/R	• Experience of working with cover in a school
Specific Skills (attributes and abilities)	• Advanced IT skills – knowledge of Microsoft Office • Good organisational and administrative skills • Ability to work on own initiative • Good communication skills - oral and written • Ability to meet deadlines	A / I / R I / R I / R I / R I / R	• Knowledge of Bromcom (Schools Information Management System) package • Able to develop and expand current and new systems in line with changing needs
Motivation	• Willing to expand on current experience • Evidence that work is important to personal satisfaction • Commitment to school	I I/R I	
Personal Qualities	• Reliability • Honesty and professionalism • Methodical and careful in the approach to tasks • A positive attitude to the school at all times • A positive and professional approach within the working environment • Good interpersonal skills and the ability to establish good working relationships with students and staff • Flexibility to work as part of a team.		

A = Application   R = Reference   I = Interview

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