



# Person Specification

## Student Services Administrator



	Essential	Desirable
<b>Qualifications Experience</b>	<p>GCSE English and Maths.</p> <p>Evidence of further Qualifications/Training.</p> <p>Secretarial skills.</p> <p>In depth knowledge of ICT (Email, Word, Excel, PowerPoint).</p> <p>Experience of working in an office environment.</p> <p>Using IT systems to compile reports as well as analysing statistical data for monitoring purposes.</p>	<p>Experience of working in a School environment.</p> <p>A relevant degree.</p> <p>Experience of using SIMS (School Information Management System) or Arbor.</p> <p>First Aid Qualification.</p> <p>At least one year's related experience of work within a school environment.</p>
<b>Skills</b>	<p>Good level of organisational skills and a flexible approach to the management of work</p> <p>Good communication skills both oral and written and the ability to communicate effectively with staff, students, parents and other professionals.</p> <p>Ability to meet tight deadlines and plan and manage own time effectively.</p> <p>Ability to work well under pressure.</p> <p>Experience with dealing with confidential work.</p> <p>Ability to listen effectively.</p> <p>Ability to maintain accurate and up-to-date records.</p> <p>Ability to persuade and negotiate as well as good interpersonal/communication skills.</p>	<p>A willingness to learn new skills and adapt to new initiatives.</p>
<b>Personality/ Relationships</b>	<p>Able to work on own initiative with resilience and as part of a team.</p> <p>Approachable to pupils, parents, staff and outside agencies/professionals.</p> <p>Ability to respond positively and tactfully.</p> <p>Friendly, flexible.</p> <p>Sense of humour.</p> <p>Good customer service skills.</p> <p>Is hard working, gives freely of their time and is motivated and ambitious.</p>	<p>Evidence of having worked with school children.</p> <p>Self-motivating with the ability to multi-task.</p> <p>Willingness to undertake first aid training.</p> <p>Ability to remain calm under pressure.</p> <p>Willingness to undertake training in relevant skills.</p>