

Person Specification

Senior Administrator (Examinations)



Factor	Essential	Desirable	Assessment*
Qualification	<ul style="list-style-type: none"> • Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English) 	<ul style="list-style-type: none"> • Relevant qualifications in office administration e.g. secretarial or Business Studies • Examinations training 	D
Experience	<ul style="list-style-type: none"> • Significant experience in an administrative role, ideally within education. • Use of ICT for administration purposes: current Windows based packages including Microsoft Word, Excel, Outlook and PowerPoint • Experience of using effective administrative and clerical systems in a busy office 	<ul style="list-style-type: none"> • Experience of working in a school or college environment • Experience of managing examinations or complex administrative processes. • Experience of working with a (school) management information system • Experience of dealing with both young people and adults 	A, I, R
Skills and Knowledge	<ul style="list-style-type: none"> • Strong organisational and project management skills. • Ability to manage multiple deadlines under pressure. • Good communication skills, both verbal and written • Excellent attention to detail and understanding of the importance of accuracy and high standards in all areas • Excellent ICT skills (e.g. MIS systems, spreadsheets). • Ability to work as part of a team and to be flexible and adaptable to changing situations • Ability to prepare reports/records/ data as required • Ability to work collaboratively with colleagues from outside agencies / organisations. • 	<ul style="list-style-type: none"> • Ability to delegate, train and share knowledge with other members of the support team 	A, I, R
Personal Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team and on own initiative • Ability to act in a professional manner when dealing with the school's stakeholders • Be hard working, reliable, trustworthy and enthusiastic • Good timekeeping • Good sense of humour • Able to follow instructions 	<ul style="list-style-type: none"> • Demonstrate innovation and initiative within the workplace • Display flexibility in working hours to accommodate results days, after school meetings/events 	A, I, R

*Assessment Method – details how the criteria will be assessed

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