



Person Specification

Administrator

Grade 6

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

Open Thinking Partnership is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

ESSENTIAL	DESIRABLE	Where tested; A - Application I + Ac = Interview and/or activities R = References
Qualifications		
Level 2 English / Maths qualifications	NVQ Level 2 or 3 in Business Administration or equivalent experience.	A
Experience		
Experience of using software packages to create, store, retrieve and analyse data/general clerical/administrative work. Including Microsoft Office, Excel, Email, Google suite or other similar data packages	Experience of dealing with queries from the public.	A
Culture, Values and Ethos		
Empathy with children and young people with additional needs as well as their families		I & Ac
Able to ensure your work is always of high quality		I & Ac R
Flexible and calm- able to use your own initiative – to meet peaks and flows of work		I + Ac R
Willingness to undertake specific professional development related to the role		A
Demonstrate an understanding of safeguarding children and vulnerable adults or willingness to learn.	Knowledgeable about safeguarding and the additional vulnerabilities of disabled children and young people and how this impacts	I
Willingness to work in accordance with OTP and school policy and procedure		I & Ac R
Administration		
Excellent administration skills - the ability to work systematically and methodically to ensure all requirements are met		Ac
Recognise and ensure high quality administration is in place within your area		I + Ac

of work helping to secure positive outcomes for children and young people		
Ability to prioritise and evaluate workload working in a fast paced, changing environment.		
Experience of working in a reception environment and being personable and welcoming to anyone seeking support from reception.		A I & Ac
Good written and spoken English, standard of grammar, punctuation and spelling		A I + Ac
	Good Analytical skills to analyse data and create reports.	
Understanding of the importance of confidentiality	An appreciation of GDPR and the Data Protection Act	A I & Ac
Teams		
Promote a positive approach to working within our school including working effectively with colleagues	Ability to support others (e.g. grades 5 and 4) in meeting expectations	A I + Ac
Ability to work independently adapting your approach to the needs and deadlines of the work required.		A I + Ac
Community		
Able to communicate effectively with a wide range of stakeholders.	Ability to communicate with children and young people with additional communication and interaction needs.	A I + Ac
General		
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.		A R
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Duty 2010		

