

Sixth Form Administrator

EDUCATION	Requirement:	Assessed at:
High standard of general education (minimum GCSE in English & Maths or equivalent)	E	A
An appropriate advanced level qualification (ideally NVQ Level 3) or a willingness to work towards one	D	A
Ability to use Microsoft packages	E	A
First Aid Qualification or willingness to work towards	D	A

EXPERIENCE OF	Requirement:	Assessed at:
Using a management information system	D	A I
Previous secretarial experience	D	A I
Working using collaborative partnerships	D	A I

BEHAVIOURS	Requirement:	Assessed at:
Natural communicator; relationship building skills with a range of stakeholders	E	A I
Good interpersonal skills	E	A I
Proactive and innovative	E	A I

KNOWLEDGE & UNDERSTANDING	Requirement:	Assessed at:
Understanding of the education system	D	A I
Understanding of the Data Protection Act	E	A I

LEADERSHIP AND SKILLS	Requirement:	Assessed at:
Ability to plan strategically and effectively	E	A I
Ability to delegate	E	A I
Excellent ICT skills	E	A I
Excellent communication skills, both verbal and written	E	A I

ATTRIBUTES	Requirement:	Assessed at:
Committed to the values aims of Wootton Park School	E	A I
Committed to Equality and Diversity	E	A I
Committed to own continuing professional development	E	A I
Clear view of what high standards and performance looks like	E	A I
Proactive / strong problem solver with the ability to make things happen	E	A I

