



PERSON SPECIFICATION:

Administrator (Admissions/Examination)

	Essential	Desirable/Helpful
Qualifications and Experience	<ul style="list-style-type: none"> • Evidence of strong numeracy skills • Evidence of good literacy skills • GCSE or equivalent Maths and English grade C or above. • Experience of using I.T. in a variety of applications 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of Schools MIS ARBOR • Specialist Assessor – Level 7 Certificate in Testing for Exam Access Arrangements or equivalent or a willingness to complete the training if successfully appointed • Relevant training/qualifications e.g. Level 5 or above teaching qualification - HLTA, QTS, QTLS, DTLLS, PGCE or specialist teaching qualification such as BDA Level 5 Certificate in Dyslexia: Literacy, Support and Intervention or HCPC registration as a psychologist
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Well-developed organisational skills • Ability to manage multiple tasks • Ability to prioritise effectively and meet deadlines • A knowledge of Management Information Systems • Ability to build excellent relationships with colleagues and external contacts • Confident in the use of I.T. 	<ul style="list-style-type: none"> • Knowledge of the SEND Code of Practice • Commercial acumen • Knowledge of school financial systems
Personal Qualities	<ul style="list-style-type: none"> • Communicates clearly and effectively with colleagues, students and external stakeholders • Builds positive and professional working relationships with colleagues and students • High level of accuracy and attention to detail • Able to manage a demanding workload, prioritising effectively to meet deadlines while maintaining high standards • Flexible and able to adapt to changing priorities and requirements • Commitment to support the ethos of the schools and to comply with school policies and Procedures • Works collaboratively and supports 	<ul style="list-style-type: none"> • Practising Catholic • Willingness to train for First Aid certificate



	<p>colleagues effectively</p> <ul style="list-style-type: none"> • Willingness to contribute to extra-curricular activities • Maintain a professional manner at all times • Commitment to inclusivity and getting the best outcomes for all pupils and promoting the ethos and values of the school • Exercises sound judgement when handling sensitive or confidential information • Commitment to maintaining confidentiality at all times • Ability to work as an individual or as a member of a team 	
<p>Other</p>	<ul style="list-style-type: none"> • Be willing to undertake training and continuous professional development in connection with the post including Safeguarding and Child Protection • Take an active part in the life of school and be supportive of the Catholic ethos of the school • <i>To be fully aware of and understand the duties and responsibilities with regard to Child Protection and Safeguarding in schools and attend appropriate whole school staff training if and when required.</i> 	