

THE CHERWELL SCHOOL

Kindness, Opportunity, Responsibility, Excellence

Administrative Coordinator (Careers, Transitions & Curriculum Support)

Person Specification

Qualifications/ Training and Experience	<ul style="list-style-type: none">• High standard of general educational achievement (GCSE or equivalent in Maths and English)• Administrative experience• Experience working with young people / working within a school environment (desirable)
Knowledge/Skills	<ul style="list-style-type: none">• Excellent interpersonal skills• High-level communication skills, the ability to communicate via various means (in person, telephone, written) with a variety of stakeholders, including members of staff, students (pre, present and past), parents and carers, other institutions and outside employers• Understanding of confidentiality and ability to follow GDPR• High level of ICT competence, including word processing, spreadsheets, databases and Google Suite• Knowledge of IT systems used within school, such as Bromcom and Edval (desirable)• Ability to use own initiative to organise, prioritise and plan work effectively, paying attention to detail• Logical mind with confidence to try complex tasks• Proven planning and organisational skills• Ability to maintain professional standards• Willingness to identify new and better ways to provide services• Appropriate knowledge of school policies/procedures and relevant legislation
Personal Characteristics	<ul style="list-style-type: none">• High level of personal motivation• Courtesy• Integrity• Flexibility - able to adapt to the changing needs of the school• Reliability• A real enthusiasm for working with young people and helping them to succeed• An interest in your own professional development• A flexible and positive, solution focused approach
Safeguarding and Wellbeing	<ul style="list-style-type: none">• A commitment to safeguarding duty and promoting children's wellbeing in accordance with school guidelines• A commitment to support the School Leadership team (SLT) to set a culture which supports the mental health and wellbeing of all members of the community• To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community• Desire to take on further/ advanced Safeguarding training and responsibilities (desirable)• Evidence of CPD undertaken in this area (desirable)