

PERSON SPECIFICATION



Post – BCTSA Administrator (Temporary – 12-month fixed term contract)

Qualities and Attributes	Essential	Desirable	Evidence by
Knowledge/Experience			
Experience of working in an administrative capacity	✓		
Experience in an educational setting, such as a school, training provider, HEI, or similar		✓	Application/ Interview
Skills/Abilities			
An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016.	✓		Interview
Confident user of Microsoft Word, Excel, Email/Outlook, Internet	✓		Application/ Interview
Working knowledge of social media platforms	✓		
Ability to prioritise own workload in a fast-paced environment	✓		Application/ Interview
Good oral communication skills and excellent interpersonal skills	✓		Application/ Interview
Ability to communicate effectively both verbally and in writing with facilitators, delegates, and staff	✓		Application/ Interview
Able to work as part of a team and on own initiative	✓		Application/ Interview
Ability to problem solve and use initiative	✓		Application/ Interview
Accuracy and attention to detail	✓		Application/ Interview
Strong organisational and time-management skills with the ability to prioritise own workload with varying deadlines	✓		Application/ Interview
Ability to manipulate data and create reports	✓		Application/ Interview
Calm, enthusiastic, highly motivated and keen to learn	✓		Application/ Interview
Able to work to the required standards	✓		Application/ Interview
Training/Education			
Good level of GCSE English and Maths (or equivalent) at minimum grade C or Level 4	✓		Application/ Qualification
A Levels or equivalent		✓	Application/ Qualification

Other			
This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An enhanced DBS check with children's barred list check will be required prior to appointment	✓		Application
Willingness to learn and undertake appropriate training	✓		Application/ Interview
Ability to promote and safeguard the welfare of children, delegates, and staff through awareness of safeguarding and health and safety	✓		Application/ Interview
Support the Catholic ethos of the school	✓		Application/ Interview