

Administrator – Person Specification

Education and Qualifications	Essential	Desirable	Assessment
English and Mathematics GCSE or equivalent	✓		A
Commitment to personal/professional development	✓		I

Experience	Essential	Desirable	Assessment
Previous administration experience		✓	A/I
Experience of working in an educational setting		✓	A/I
Liaison with senior managers and external stakeholders	✓		A/I
Use of ICT including management information systems	✓		A/I
Demonstrable skills in organising multiple tasks, projects and calendars	✓		A/I

Skills and Attributes	Essential	Desirable	Assessment
Ability to establish good working relationships and effective teamwork	✓		A/I
Excellent organisational skills	✓		A/I
Excellent communication skills	✓		A/I
Strategic capability	✓		A/I
Excellent time management skills and the ability to remain calm under pressure	✓		A/I
Organisation of own workload and priorities on a day-to-day basis using own initiative	✓		A/I
Knowledge and experience of using ICT including Microsoft packages such as Office 365	✓		A/I
Ability to work independently	✓		A/I
Ability to meet deadlines	✓		A/I
Excellent role model for staff and students	✓		I

Personal Qualities	Essential	Desirable	Assessment
Highly motivated and self-reliant	✓		A/I
Positive and energetic approach towards work	✓		I
Tenacious and able to pursue matters to a close	✓		I
High level oral and written communication	✓		A
Excellent interpersonal skills and professional demeanour in all contexts	✓		I
Ability to be reflective and self-critical	✓		I
Calm and focussed under pressure	✓		A/
High standards of professionalism, confidentiality and discretion	✓		A/I
Reliable with an excellent record of attendance, punctuality and flexibility when required	✓		A/I

Assessment Key: I - Interview A - Application Form