



**Person Specification**

**Job Title: Administrator**

**Grade: GR3a**

**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise;  
P = Presentation

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>M.O.A.</b>
<b>EDUCATION/ QUALIFICATIONS</b> NB Full regard must be paid to overseas qualifications	A good standard of education (including GCSEs in English and mathematics at C grade and above).	Higher level qualifications in appropriate subjects.	AF
	Further qualifications in IT skills including Microsoft Excel.		AF/I
<b>SKILLS AND ABILITIES</b> (Eg Written communication skills, dealing with the public)	Working knowledge of Microsoft and other computer packages.	Knowledge of SIMS or a school MIS	AF/I
	Proven organisational skills.		AF/I
	Understanding of the need for confidentiality.		AF
	Attention to detail.		AF/I
	Patience and the ability to deal with a wide range of demands from a variety of people.		AF/I
	Polite, pleasant and efficient telephone manner.		AF
	Flexible attitude towards tasks.		AF/I
	Ability to work calmly under pressure.		AF/I

	<p>Ability to work effectively as part of a team.</p> <p>Ability to work with a minimum of supervision.</p> <p>Enjoy working with young adults.</p>		<p>AF/I</p> <p>AF</p> <p>AF/I</p>
<b>EXPERIENCE</b> (Relevant work and other experience)	Office administration.	Experience of working in a school office.	AF/I
<b>TRAINING</b>	<p>To undertake training as identified within the induction programme and subsequent supervision/performance management process.</p> <p>Willing to undertake training as required – in particular, First Aid training and Health &amp; Safety related training.</p>		I
<b>OTHER</b>	An ability to fulfil all spoken aspects of the role with confidence using the English Language.		<p>AF/I</p> <p>I</p>
<b>CONTRA INDICATION</b>	<p>Satisfactory clearance/completion of a DBS check.</p> <p>Eligibility to work – UK.</p>		<p>AF/I</p> <p>AF/I</p>

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO AND COMPLY WITH THE SCHOOL'S EQUAL OPPORTUNITIES POLICY AND SAFEGUARDING OF CHILDREN REGULATIONS**