

# Person Specification

## Administrator



| Factor                      | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Desirable                                                                                                                                                                                                                                                                                                                                    | Assessment* |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Qualification</b>        | <ul style="list-style-type: none"> <li>Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>Relevant qualifications in office administration e.g. secretarial or Business Studies</li> </ul>                                                                                                                                                                                                      | D           |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>Use of ICT for administration purposes: current Windows based packages including Microsoft Word, Excel, Outlook and PowerPoint</li> <li>Experience of using effective administrative and clerical systems in a busy office</li> </ul>                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>Experience of working in a school or college environment</li> <li>Experience of working with a (school) management information system</li> <li>Experience of dealing with both young people and adults</li> <li>Knowledge of the pupil admission process</li> <li>HR or finance experience</li> </ul> | A, I, R     |
| <b>Skills and Knowledge</b> | <ul style="list-style-type: none"> <li>Proven ability to manage your own time effectively, to prioritise and work to tight deadlines whilst retaining professional composure</li> <li>Good communication skills, both verbal and written</li> <li>Excellent attention to detail and understanding of the importance of accuracy and high standards in all areas</li> <li>Ability to work as part of a team and to be flexible and adaptable to changing situations</li> <li>Be willing to work within organisational procedures and processes, and to meet the required standards for the role</li> </ul> | <ul style="list-style-type: none"> <li>Ability to contribute confidently in team meetings</li> <li></li> </ul>                                                                                                                                                                                                                               | A, I, R     |
| <b>Personal Attributes</b>  | <ul style="list-style-type: none"> <li>Ability to work as part of a team and on own initiative</li> <li>Ability to act in a professional manner when dealing with the school's stakeholders</li> <li>Be hard working, reliable, trustworthy and enthusiastic</li> <li>Good timekeeping</li> <li>Good sense of humour</li> <li>Able to follow instructions</li> </ul>                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Demonstrate innovation and initiative within the workplace</li> <li>Display flexibility in working hours to accommodate after school meetings/events</li> </ul>                                                                                                                                       | A, I, R     |

\*Assessment Method – details how the criteria will be assessed

**A** = Application Form, **I** = Interview, **R** = References, **D** = Documentary Evidence