

# Operations Administrator- Person Specification

Education and Qualifications	Criteria	Assessment
Good standard of education to include equivalent C / 4 Grade GCSE English and Maths	E	A
Commitment to personal/professional development	E	I
First Aid at Work Training or willingness to train	E	I
Midas Training	D	I

Experience	Criteria	Assessment
Evidence of working in a previous administrative role	E	A
Evidence of HR administration experience	D	A/I
Experience of working in an education environment or with young people	D	A
Experience of planning, organising and prioritising own work	E	I
Experience of using computer-based systems, Office 365, Web browsers	E	A
Experience using school management information software	D	A
Evidence of data analysis	D	A/I

Knowledge, Skills and Understanding	Criteria	Assessment
Understanding of Data Protection Legislation	D	I
Understanding of Safeguarding Legislation	E	A/I
Ability to maintain records and produce effective reports	E	A/I
Understanding of equal opportunities	D	I

Personal Qualities	Criteria	Assessment
A clear understanding of and commitment to the development of the ethos in the School	E	A/I
Determination to succeed in challenging situations	E	A/I
Sensitivity and wisdom in managing relationships with students, parents and staff	E	A/I
Highly driven and results focussed	E	A/I
Commitment to the wider community and its involvement in lifelong learning	E	A/I
Evidence of taking ownership for responsibilities and delivering tasks to completion	E	A/I
Evidence of exceptional commitment and can be relied upon	E	A/I
Fair, honest and open	E	A/I
Resourcefulness and strong problem solving skills	E	A/I
Thoroughness and attention to detail	E	A/I
Resilience	E	A/I
Effective team worker	E	A/I
Full UK driving licence	D	A/I
Interest in First Aid and supporting others	E	A/I

## Criteria Key

- E** Essential
- D** Desirable

## Assessment Key

- A** Application Form
- I** Interview