

## **Person Specification**

### **Job Title: Administrator**

Education and Qualifications	Essential	Desirable	Assessment
GCSE C/4 or above in Maths and English	✓		A
Qualification in administration		✓	A
Experience	Essential	Desirable	Assessment
Experience working in an administration environment	✓		A/I
Experience of working in an educational setting		✓	A/I
Experience in working with external agencies		✓	A/I
Knowledge and understanding	Essential	Desirable	Assessment
Understanding of the education system		✓	A/I
Knowledge of the concept of confidentiality	✓		I
Awareness of child protection issues		✓	I
Skills and abilities	Essential	Desirable	Assessment
Ability to use IT systems including email, word and excel	✓		A/I
Strong organisational skills	✓		I
Excellent written and oral communication skills	✓		I
Personal qualities	Essential	Desirable	Assessment
Positive and enthusiastic approach toward work	✓		I
Ability to act on own initiative	✓		I
Kindness and empathy towards students and colleagues	✓		I
Ability to work as part of a team	✓		I
Child Protection	Essential	Desirable	Assessment
Support the Academy policies on safeguarding and child protection	✓		A/I

A – Application form

I - Interview