



# Derwent and Southill Federation



We are a values-led Federation

We respect ourselves; we respect others; we respect our environment

**Job Title:** Administrator

Attributes	Essential	Preferred
<b>Education / Qualifications</b>	Educated to GCSE level including English language and mathematics at grades A*-C or equivalent	A level or equivalent higher level education qualifications.  Evidence of recent work-based training courses including first aid at work.  Recent safeguarding training and an understanding of KCSIE.
<b>Experience</b>	Previous office-based experience.  Experience in liaising with Central Bedfordshire Services	Previous recent experience of working in a school office.
<b>Skills / Knowledge / Aptitude</b>	Good standard of IT skills including word processing and spreadsheets and an understanding of database systems.  Excellent organisational skills and ability to prioritise workload using  Evidence of ability to communicate well and with the office-based team as well as the wider school community.  Evidence of ability to work on own initiative within set boundaries.	Use of working with school specific software (eg SIMS or Integris).
<b>Motivation</b>	Willingness to undertake further training within the scope of the role.  Resilient in the face of set backs and determination to solve problems with good humour.	

	Ability to recognise the importance of the front facing role in a school office.	
<b>Physical</b>	Essential: Not applicable	
<b>Other</b>	<p>Fluency in the English language in accordance with the Immigration Act 2016.</p> <p>Excellent spelling and grammar skills.</p> <p>Undertake first training</p>	Current first aid qualification

**Person Specification. The essential and preferred attributes will be checked on the MyNewTerm application and in interview.**