



Cover and Staff Absence Administrator

Person Specification: Cover and Staff Absence Administrator

	Essential	Desirable	How to be tested
Qualification criteria: <ol style="list-style-type: none"> 5 good GCSEs inc English & Maths at Grade C or above (or equivalent). Advanced Microsoft Office skills, particularly Word, Excel and Power Point. Business Administration Qualification or equivalent Eligible to work in the UK. 	<p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p>✓</p>	<p>Application form</p>
Experience of: <ol style="list-style-type: none"> Working in an educational environment. Working in an administrative environment. Experience of working in a pressurised environment with competing deadlines. Experience of using SIMS, Bluesky, SAM People and systems from which reports are generated 	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>Application form and interview</p>
Behaviours, Skills and Strengths: <ol style="list-style-type: none"> Knowledge for developing and implementing a range of administrative strategies, including use of the relevant ICT packages and internal systems. Excellent verbal and written communication skills for communicating with staff, students and parents/carers and other external agencies. Strong organisational and time-management skills and the ability to work under pressure make informed decisions and prioritise competing deadlines. Attention to detail and high level of accuracy at all times. Able to maintain a high level of confidentiality in relation to both student and personnel situations. Able to work both independently and use own initiative, but also prepared to work effectively as part of a team. High levels of honesty and integrity. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p>	<p>Application form and interview</p>
Other: <ol style="list-style-type: none"> This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children. 	<p>✓</p> <p>✓</p>	<p></p>	<p>DBS Process References</p>