

Employee Specification: Compass Point Administrator

| ESSENTIAL | DESIREABLE | ADVANTAGEOUS |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Minimum of 3 years practical experience of working within an office environment.</p> <p>Language Skills: High level of fluency. Able to ask complex questions, understand needs and to be able to take appropriate action.</p> <p>Flexible, adaptable and positive attitude to working in a structured environment.</p> <p>Excellent IT knowledge including use of Social Media Platforms, Website updating, MS Office, (Teams, One Drive, Outlook, Calendar)</p> <p>Communication skills to promote and develop effective working relationships with pupils, colleagues and partners.</p> <p>Capability to achieve GCSE grade 4 in English and Maths or NVQ level 2 in a related field</p> <p>Skills of empathy, listening, communication and responding with appropriate language to build rapport with children, their parents and visitors.</p> <p>Experience of handling confidential data.</p> <p>Ability to work accurately under pressure in a very busy environment</p> <p>Commitment to Safeguarding and protecting the welfare of children and young people</p> | <p>Paediatric First Aid Qualification</p> <p>Administration of Medicine Qualification</p> <p>Experience of working in a setting subject to Health and Safety, Hygiene and Child Welfare and Protection Regulations</p> <p>Experience of using social media platforms</p> <p>Capability to achieve GCSE grade 4 in English and Maths or NVQ level 2 in a related field plus at least 3 other academic subjects</p> <p>Understanding and experience of working within GDPR framework.</p> <p>Understanding of the role of the class teacher and of the parent in developing and maintaining effective learning environment.</p> <p>Ability to handle cash for banking, petty cash and administer school accounts</p> <p>Knowledge and experience of school ad Trust policies relating to health and safety, behaviour, attendance, equal opportunities, child protection</p> | <p>Customer Care/ Customer Service experience</p> <p>Previous experience of working with children in an educational setting.</p> <p>Ability to communicate in a language other than English.</p> <p>Knowledge of school platforms such as Bromcom, CPOMS, Class Dojo and ParentPay</p> |

Ability to work on own initiative, including when and how to refer issues elsewhere for effective resolution

Basic understanding of Health and Safety in the Workplace