| **POST: ADMINISTRATOR** | **Essential** | **Desirable** | **Method of Assessment** |
| --- | --- | --- | --- |
| General Qualifications & Training |  |  |  |
| 5 GCSEs including English & Mathematics at Grade C (or equivalent Level 2) | ✓ |  | AF / D / I |
| Evidence a good standard of literacy / numeracy | ✓ |  | AF / D / I |
| Commitment to attend appropriate training and development, taking ownership of personal development and being willing to pursue development opportunities | ✓ |  | AF / I |
| Approved first aid qualification/willing to undertake first aid qualification | ✓ |  | AF / I |
| **Experience** |  |  |  |
| Experience of working in an administration role | ✓ |  | AF / I / R |
| Experience of working in a school environment |  | ✓ | AF / I / R |
| An understanding of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. | ✓ |  | AF / I / R |
| **Skills, Knowledge & Aptitudes** |  |  |  |
| Ability to prioritise and organise work effectively | ✓ |  | AF / I / R |
| Ability to work to tight deadlines and to remain calm under pressure | ✓ |  | AF / I / R |
| Good interpersonal skills – able to deal effectively and develop positive and effective working relationships with a wide range of people at all levels | ✓ |  | AF / I |
| Competent in the use of standard office software applications such as Word, Excel, email and internet | ✓ |  | AF / I / R |
| Knowledge of school-based software systems, for example SIMS |  | ✓ | AF / I |
| Personal Attributes |  |  |  |
| Excellent oral and written communication skills | ✓ |  | AF / I |
| Flexible, able to multi-task and adapt to changing priorities, with a can-do attitude | ✓ |  | AF / I / R |
| Discrete when dealing with sensitive and / or confidential matters | ✓ |  | AF / I / R |
| Excellent time management / prioritisation skills | ✓ |  | AF / I |
| A good team worker whilst retaining the ability to work on own initiative | ✓ |  | AF / I |
| Listens to others’ points of view, seeks feedback and deals with it constructively, shares knowledge and good practice, adaptable to change for improvement. | ✓ |  | AF / I / R |
| Understands and respects the importance of confidentiality | ✓ |  | AF / I / R |
| **Other Requirements** |  |  |  |
| A pragmatic ‘can-do’ and flexible approach to tasks with an ability to ensure work is completed to the appropriate standards required | ✓ |  | AF / I / R |
| Good sickness/attendance record in current/previous employment  (not including absences resulting from disability) | ✓ |  | AF / I / R |
| No serious health problem which is likely to impact upon job performance  (which cannot be accommodated by reasonable adjustments) | ✓ |  | AF / I / R |
| Full driving licence |  | ✓ | AF / D |
| Appointment of the successful applicant will be subject to satisfactory DBS disclosure at an enhanced level (further information can be found at www.disclosure.gov.uk). | ✓ |  | D |

AF – Application Form I – Interview D – Certificate or documentary evidence to be supplied at interview R – References