

PERSON SPECIFICATION



Post- Student Services Administrator

Qualities and Attributes	Essential	Desirable
Qualifications/Education		
GCSEs (or equivalent) in English and Maths at minimum grade C or Level 4	✓	
A levels or equivalent	✓	
Degree		✓
Support the Catholic ethos of the school	✓	
Knowledge/Experience		
Experience of working in a school/college environment	✓	
Experience of working with young people in a front facing role	✓	
Experience of administrative and record keeping procedures with evidence of capability to work on own initiative	✓	
Working as part of a team	✓	
Experience of organising, running and evaluating events and activities	✓	
Skills/Abilities		
Flexible approach to working	✓	
Ability to prioritise own workload in a fast paced environment	✓	
Ability to communicate effectively both verbally and in writing with colleagues, students, parents/carers and outside agencies	✓	
Strong organisational and time-management skills	✓	
Accuracy and attention to detail	✓	
Ability to problem solve and use initiative	✓	
Provide a good level of service to all stakeholders	✓	
Excellent IT skills including Microsoft Word, Outlook and Excel	✓	
Excellent interpersonal skills	✓	
Ability to manipulate data and create reports	✓	
Patient, enthusiastic, highly motivated and keen to learn	✓	
Knowledge of SIMS		✓
Knowledge of Schoolcomms		✓
Knowledge of Class Charts		✓