PERSON SPECIFICATION

POST: SIXTH FORM ADMINISTRATOR AND FELLOW

Attributes	Essential	Desirable	How identified
Qualifications	▪ English and mathematics GCSE (or equivalent) at Grade C or above	▪ Health and Safety awareness ▪ First Aid Qualification	Application
Experience	▪ Proactive approach to tasks ▪ Meeting deadlines successfully ▪ Attendance experience	▪ Working knowledge of school practices and procedures ▪ Some pastoral experience and successful experience of working with KS4 and Sixth Form scholars ▪ A minimum of 2 years' experience in Sixth Form administration ▪ UCAS and Bursary Fund Experience	Application Interview
Knowledge and skills	▪ Experience of providing excellent customer service ▪ Highly developed organisational and time management skills ▪ Ability to maintain confidentiality	▪ Experience of working with SIMS ▪ Understanding of what makes Dixons McMillan different and successful ▪ Knowledge of safeguarding expectations in schools ▪ Working in a pastoral school role	Application Interview References
Personal attributes	▪ Committed, flexible and motivated to doing whatever it takes and strive for excellence through hard work, determination and grit ▪ Ability to contribute to our can do culture and always be solution focussed ▪ Committed to equality of opportunity for all and making all members of the community feel valued and respected ▪ A strong moral purpose and drive for improvement for all ▪ Ability to work successfully under pressure	▪ Willingness to offer extra-curricular provision ▪ Act as a role model to staff and scholars ▪ Commitment to regular and on-going professional development and training to establish outstanding practice ▪ High expectations for accountability and consistency	Application Interview References