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| **Ernest Bevin College****Sixth Form Admin Support****Scale 2, 20 hours a week, term time only** **Person Specification**  |

Reporting To : Director of Finance & Administration

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| EXPERIENCE | * Varied and successful administrative experience
* Level 3 qualifications
 | * Experience of working in a local authority or school
* Degree level qualification
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| KNOWLEDGE AND SKILLS | * A thorough working knowledge of Word, Excel and database software
* Excellent communication, ICT, literacy and numeracy skills
* Good organisational skills.
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| PERSONAL QUALITIES AND CHARACTERISTICS  | * Loyalty to the College
* Ability to maintain good working relationships and play appropriate roles within the team
* Energy, enthusiasm and stamina
* Flexibility and determination
* Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents, staff and outside agencies
* Commitment to the promotion of equal opportunity
* Awareness of responsibility towards the safeguarding of pupils
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| SPECIFIC TO THE POST | Ability to :* Have organisational and administrative skills to manage information and record keeping
* Have IT skills and ability to use spreadsheets and word processing software
* Have excellent interpersonal skills and the ability to work well with colleagues within both the office and college environment
* Manage workload effectively, often under pressure, and to meet deadlines
* Deal confidently and sensitively with pupils, staff and parents
* Have a flexible and adaptable approach to work
* Work as part of a team
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June 2017