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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 |
| KNOWLEDGE AND SKILLS | * A thorough working knowledge of Word, Excel and database software * Excellent communication, ICT, literacy and numeracy skills * Good organisational skills. |  |
| 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 |  |
| 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 |  |

June 2017