

NEWSTEAD WOOD SCHOOL

Administrator in the General Office

Person Specification

The successful candidate for the rôle of administrator should have a strong background in administration and experience of working in a fast moving environment. A good working knowledge of Microsoft packages; Word, Excel, PowerPoint, Publisher and the use of the internet and e-mail is essential.

The Candidate	Essential	Desirable
Has at least Level 2 qualifications in English and Mathematics		✓
Has good communication skills – has the ability to communicate with students, staff and business	✓	
Can work under pressure and prioritise and work well in a team	✓	
Has good organisational skills and pays attention to detail	✓	
Has a responsible and focussed approach to work	✓	
Is willing to undergo continuous professional development	✓	
Is able to work on own initiative		✓
Is willing to undertake flexible working hours	✓	
Is aware of confidentiality (especially when dealing with students)	✓	
Can be diplomatic		✓
Is of smart appearance	✓	