B1 Administrator **Person Specification**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Skills, knowledge and experience | * Ability to keep accurate records, work under pressure and in confidence * Excellent interpersonal skills * Good organisational skills * Professional telephone manner, smart appearance * Computer literate and competent in using Microsoft Office * Flexible approach and ability to work on own initiative as well as part of a busy administration team | * Experience of working in a school * Experience of SIMs database * GCSE or equivalent in English and Mathematics | * Letter of application * References * Interview |
| Personal attributes | * A sense of responsibility and confidentiality * Ability to work under pressure * Co-operative, willing, reliable and trustworthy * Ability to work on own and part of a team * Friendly, calm, and unruffled disposition | * Experience of working with young people * Highly motivated | * Letter of application * Interview |
| Special Working Conditions | * On occasions work outside normal office hours * No smoking environment |  |  |