# COLLINGWOOD COLLEGE

## PERSON SPECIFICATION

## ADMINISTRATOR

*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to obtain an Enhanced Disclosure with the Disclosure and Barring Service. Collingwood College is an Equal Opportunities Employer*

**Ideally, the successful candidate will be able to meet most if not all the following criteria:**

| Selection Criteria | Assessment Method |
|---|---|
| **Qualifications** | |
| **Essential:**<br>• GCSE or equivalent level Grade C or above in Maths and English<br>• Microsoft Office<br>**Desirable:**<br>• First Aid certificate | Application form<br>Certificates |
| **Experience:** | |
| **Essential:**<br>• Excellent IT skills<br>• Understanding of PC packages such as: Microsoft Word and Excel<br>• Administrative/clerical office experience<br>**Desirable**:<br>• Familiarity with a school environment and experience<br>• Exposure to young people in a professional capacity<br>• Previous experience of customer service environment | Written statement<br>Task/exercise<br>Interview |
| **Professional Knowledge and Understanding** | |
| **Desirable:**<br>• Knowledge of an educational environment would be advantageous<br>• Experience of working with young people | Written statement<br>Interview |
| **Skills and Aptitudes** | |
| • Able to plan and organise effectively<br>• Well-developed oral and written communication skills<br>• Good interpersonal skills; able to communicate with people at all levels and in a manner appropriate to the situation<br>• Demonstrates ability to prioritise and to work in a pressurised environment and to deadlines<br>• The ability to work on own initiative, as well as being a team player<br>• Communicates enthusiasm and energy<br>• Able to maintain confidentiality<br>• Excellent time-management skills<br>• Sense of humour<br>• Flexible, willing and reliable | Application form<br>Written statement<br>Interview |