

MAGDALEN COLLEGE SCHOOL

***We are committed to the protection and safety of our students
and expect all staff to share this commitment.***

SIXTH FORM ADMINISTRATION ASSISTANT

PERSON SPECIFICATION

Essential Qualities and Experience	Desirable Qualities and Experience
Excellent ICT skills, and competent with spreadsheets in order to accurately store and manipulate student information	Experience of working with young people in secondary schools
Numerate and literate in order to be able to communicate effectively with all stakeholders in writing	Educated to GCSE standard including good grades at GCSE maths and English
An ability to communicate well with students, staff, parents and visitors both verbally and in writing	
Ability to undertake first aid training and maintain competence	First Aid Qualifications
Ability to act as a Fire Marshall – training provided	
Excellent interpersonal skills with young people and adults, and an ability to deal sensitively and patiently with situations	
An ability to contribute to the work of the sixth form team, but also to be self-motivated and to be able to take the initiative and work flexibly and independently	
A commitment to inclusive and comprehensive education in order to provide the best possible support for students of all ages and abilities	
Ability to respond to and prioritise requests appropriately from a number of different groups including students, staff, families and other parties	