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| \\TCHS-SVR-FILE1\UserData$\Staff\rosullivan\Desktop\brentwood image.pngTRIN    **TRINITY CATHOLIC HIGH SCHOOL**  **(Science and Sports College)**  ***Chairman of Governors: Mrs M Bishop***  **Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA**  **Learning Resource Centre Administrator**  **Person Specification**  **Qualifications:**   * Good standard of general education – 5 GCSEs or equivalent including English and Maths *(essential)* * A secretarial or related IT qualification *(essential)*   **Experience:**   * At least three years experience of employment in office and administrative role *(desirable)* * Experience of work in a school *(desirable)* * Experience of data systems e.g SIMS *(desirable)* * First aider (desirable) or willing to train as a first aider   **Skills and abilities:**   * Good knowledge of Microsoft Office, in particular Word, email, databases and spreadsheets *(essential)* * Ability to learn new ICT quickly *(essential)* * Ability to proof read accurately and consistently ensuring accurate correction of spelling, grammar and a high standard of work in terms of presentation and layout *(essential)* * Ability to compose routine correspondence appropriate to intended audience as well as ability to effectively take minutes of meetings *(essential)* * Good written and oral communication skills *(essential)* * Good time management skills and the ability to prioritise work dealing effectively with conflicting priorities *(essential)* * Ability to assimilate information quickly *(essential)* * Ability to work in a highly organised and methodical manner *(essential)* * Ability to create a professional and welcoming office environment for staff, students and visitors *(essential)* * Ability to work effectively as part of a team and on own initiative *(essential)* * Ability to maintain accurate and detailed work records and inventories *(essential)* * Good interpersonal skills *(essential)* * Ability to work flexibly to attend occasional events (*desirable*) * Ability to relate to children 11-19 *(essential)*   **Additional factors:**   * Willingness to undertake training *(essential)* * Evidence of recent personal development through training *(desirable)* * Presents professional and friendly disposition *(essential)* * Able to maintain confidentiality *(essential)*   ***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children need to be demonstrated.***   * Motivation to work with children and young people * Ability to form and maintain appropriate relationships and personal boundaries with children and young people. |