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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.
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