

Person Specification – Student Services Administrator

Responsible to: Line Manager and/or the Headteacher

The successful applicant will demonstrate the following experience, skills and characteristics:	Stage of recruitment process at which criteria will be measured:			
	Essential / Desirable	Application Form / Supporting Statement	Interview	Assessment
Experience:				
• Experience of establishing positive relationships with staff, children and parents.	D	✓	✓	
• Experience of working with children with medical needs / learning needs.	D	✓	✓	
• Experience of working in a school or other educational setting.	D	✓	✓	
• Experience of using Sims.	D	✓	✓	
• Experience of working effectively within a team and playing a motivating role.	E	✓	✓	
Qualifications / Training:				
• A good standard of general education including GCSE English and Maths grade C (or equivalent)	E	✓	✓	✓
• Any administrative related training or qualifications.	D	✓	✓	
Knowledge / Skills:				
• You have excellent literacy and communication skills, including proficiency in accurate written and spoken English – the ability to make points clearly and confidently, providing information and advice in accurate spoken English, and able to understand the views of others.	E	✓	✓	✓
• You have advanced ICT skills	D	✓	✓	✓
• You have the ability to prioritise own time, work under pressure and meet deadlines with a sense of balance and perspective.	E	✓	✓	
Personal Characteristics:				
• You have willingness to participate in training and development opportunities.	E	✓	✓	✓

• You have the ability to demonstrate a methodical, organised and flexible approach to work.	E	✓	✓	
• You are able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment.	E	✓	✓	
• You have an awareness of and a commitment to equal opportunities.	E	✓	✓	
• You have a commitment to safeguarding & promoting the welfare of children, young people and adults.	E	✓	✓	
• You are able to work as part of a team and independently, as required, recognising and accepting line management.	E	✓	✓	
• You are able to use initiative.	E	✓	✓	
• You are punctual, flexible, reliable, and well organised.	E	✓	✓	
• You have the ability to prioritise own time, work under pressure and meet deadlines with a sense of balance and perspective.	E	✓	✓	

Applicants who fail to adequately address relevant criteria in their application form and supporting statement will not be considered.