

**PERSON SPECIFICATION****Administrator**

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• GCSE Maths and English A* - C or equivalent (or able to demonstrate equivalent numeracy and literacy skills to a Level 2 standard of education)</li><li>• First Aid qualification or willingness to gain such qualification and undertake first aid responsibilities</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working in a busy office environment</li><li>• Experience of understanding a range of administrative tasks</li><li>• Experience of working in a school office</li><li>• Experience in managing and maintaining accurate records &amp; filing systems</li><li>• Experience in Microsoft office</li><li>• SIMs experience</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent interpersonal skills</li><li>• Good standard of I.T. skills</li><li>• Ability to analyse and produce reports in line with requirements</li><li>• Ability to think independently and solve problems on own initiative</li><li>• Ability to work with minimal supervision</li><li>• Ability to cope with conflicting demands, deadlines and interruptions</li><li>• Empathy with children and young people</li><li>• Willingness to be flexible</li><li>• Ability to work on own initiative</li><li>• Proven numeracy/literacy skills.</li><li>• Excellent keyboard and data entry skills.</li><li>• Effective communication skills to be able to develop open and constructive relationships with a wide range of young people and staff</li><li>• Ability to prioritise effectively</li><li>• Ability to relate well to people on all levels</li><li>• Work constructively as part of a team, understanding School roles and responsibilities and your own position within these</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Understand confidentiality</li><li>• Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations</li><li>• The capacity to remain calm and professional at all times and be able to cope with the unexpected</li><li>• Committed and enthusiastic</li><li>• Confident, positive and flexible attitude</li><li>• To have a good sense of humour</li><li>• Attention to detail</li><li>• Be well presented and maintain a positive, professional attitude</li><li>• Commitment to safeguarding the welfare of pupils and vulnerable adults</li><li>• A commitment to working as part of the whole academy team and supporting the vision and aims of the Trust</li><li>• Reliable and punctual</li></ul>

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|  | <ul style="list-style-type: none"><li>• Have a polite, friendly and flexible approach to work</li></ul> |
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