

# COLSTON'S

INDEPENDENT CO-EDUCATION  
FROM NURSERY TO SIXTH FORM

## Senior Administrator Person Specification

Person Specification	Essential	Desirable
<b>Qualifications</b>		
Level 3 (A Level or equivalent) qualified	√	
Pass in both English and Mathematics at GCSE / O-Level or equivalent	√	
ICT qualifications		√
<b>Experience and knowledge</b>		
3 or more years' experience working in an office or school environment at a senior level		√
Experience using a variety of ICT software packages	√	
Experience in using school management information systems (e.g. SIMs, iSAMs)		√
<b>Skills and Abilities</b>		
Highly organised	√	
Positive, enthusiastic and self-motivated	√	
Excellent interpersonal and communication skills	√	
Able to work both under the direction of the Deputy Headmaster and/or other senior staff, and display initiative	√	
Excellent English reading and writing skills	√	
Excellent numeric skills	√	
Relate well to children and adults, including teachers, pupils, parents and Governors	√	
Excellent problem solving skills	√	
Able to maintain confidentiality	√	
Able to demonstrate sensitivity, diplomacy and tact particularly when dealing with sensitive issues	√	

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Able to work accurately with attention to detail	√	
Able to manage own workload (prioritise work, communicate and manage issues, sequence activities)	√	
Working knowledge of policies / codes of practice and awareness of legislation, particularly terms and conditions of employment		√
Able to self-evaluate learning needs and actively seek learning opportunities	√	

**In addition to the above, the successful applicant will be expected:**

- To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with.
- To be supportive of and committed to the School's policies on Child Protection.
- To be supportive of the School's policies on Equal Opportunities.
- To be mindful of their personal responsibilities relating to Safety, Health and the Environment.