

Administrative Services Manager – Person specification

Qualifications & Experience	Essential/Desirable	How Assessed
Excellent numeracy/ literacy skills	E	App form/in tray exercise
Knowledge/experience of office suite	E	App form/ In tray exercise
Knowledge/experience of SIMS/BROMCOM or other management information system	D	App form
Experience of leading and developing a staff team	E	App form/references
Skills/Attributes		
Excellent interpersonal and communication skills	E	Interview
Ability to prioritise and use initiative	E	In tray/interview
High level organisation and time management skills	E	Interview
Ability to lead a team effectively	E	App form/Interview/ references
Ability to relate well to children and adults	E	Interview