

## Person Specification for Sixth Form Administrator



'To inspire our students to be confident and open-minded through exceptional teaching in a caring school community.'

The successful candidate will share a commitment to:

- make a positive impact on all students' experiences at Highgate Wood School;
- our core values as defined in our mission statement and motto and our ethos The Highgate Wood Way, underpinned by Courtesy, Consideration, Contribution and Co-operation;
- inclusion, based on a belief that every student can achieve irrespective of starting point or circumstance;
- first class pastoral care, support and guidance;
- working with staff and all other stakeholders in a collaborative way;
- our SHOW UP staff culture (see bottom of page 2).

<b>Attributes</b>	
The following outlines the key knowledge, skills and experience required for this position. As part of the shortlisting process, the selection panel will assess each candidate against the criteria listed below.	
<b>Knowledge, skills and experience</b>	<ul style="list-style-type: none"> <li>• Some experience of working in a complex environment with flexible working demands</li> <li>• A background of practical ICT application and/or data management</li> <li>• Excellent communication skills and a willingness to engage with all Post 16 stakeholders – Students, Parents, Teachers, other agencies</li> <li>• Experience of working with, and celebrating the contribution of students from a diverse range of backgrounds</li> <li>• Good interpersonal skills: the ability to work well with a wide range of people and also to use initiative - taking the lead when necessary</li> <li>• The ability to work flexibly and share in workloads</li> <li>• The ability to demonstrate a pro-active approach in taking responsibility for the quality of your own work and that of others, problem solving and using one's own initiative as appropriate.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Empathy</li> <li>• A positive, professional role model for students</li> <li>• You must demonstrate that you are an effective professional who challenges and supports all pupils and staff to do their best through inspiring trust and confidence, building team commitment and engaging and motivating pupils within the cover capacity.</li> <li>• To treat all colleagues with professionalism and courtesy.</li> <li>• Take responsibility for continuing self-development and participate in training and development activities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in the school’s performance management scheme, ensuring that performance standards and targets are set and met within the agreed time scale.</li> <li>• Be someone with high expectations of themselves and others</li> <li>• An ability to complete tasks to a high standard</li> <li>• Enthusiastic and hard-working</li> <li>• Resilience and perseverance</li> <li>• Energy, drive and a sense of purpose</li> <li>• A sense of fun and an ability to laugh and relax, even when under pressure</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant administrative experience</li> <li>• Experience of working within an educational school environment desirable but not essential</li> <li>• Evidence of continued professional development</li> </ul>

## OUR NON-NEGOTIABLES

- S** **Students come first**  
Our students are our priority. It is for them that we do what we do.
- H** **Hard Work**  
We do whatever is necessary to provide the best experience for our students.
- O** **Our own children**  
We make HWS a school that we would be proud to send our own children to. We work to this end every single day.
- W** **We are not I**  
We are a team. We do what we say we do - we stick to the school strategy, behaviours and processes. We are the Highgate Wood Way.
- U** **Unafraid of failure**  
We are not afraid to fail, nor learn from failure. When things go wrong we do not blame—we support each other and we look after each other.
- P** **Professional trust and accountability**  
We trust each other implicitly professionally because we hold ourselves and each other to account openly and honestly for doing all of the above.

