



PERSON SPECIFICATION	
JOB TITLE	Trips Administrator
DEPARTMENT/SECTION	Co-Curricular Department

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS:		
<ul style="list-style-type: none"> • Strong computer literacy and competency in Word, Excel, PowerPoint and Outlook • Experience of iSAMS or equivalent student database 	X	
	X	
EXPERIENCE:		
<ul style="list-style-type: none"> • Previous experience in a similar role and school setting • Experience of working in a busy office environment • Working within a customer focused environment • Awareness of Safeguarding requirements and good practice within an educational setting 	X	
	X	
	X	
	X	
KNOWLEDGE & SKILLS:		
<ul style="list-style-type: none"> • Be organised and self-motivated, with a proven record for meeting targets and deadlines • Good organisation and planning skills • Have excellent oral and written communication skills to enable effective dialogue with pupils, parents, staff and visitors • High professional standards and attention to detail 	X	
	X	
	X	
	X	
PERSONAL COMPETENCIES & QUALITIES:		
<ul style="list-style-type: none"> • A personable, self-motivated, 'can-do' approach with a genuine willingness to contribute 	X	
	X	

<ul style="list-style-type: none"> • Be resilient and adaptable in order to meet the needs and priorities of the role • Flexible and able to work calmly and efficiently under pressure • The ability and willingness to learn new skills 	X X	
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