

PERSON SPECIFICATION

POST: Deputy Administration Team Leader

To be demonstrated in A - Application form

L- Letter of application

I - Interview

	Essential	Desirable	Shown in
EDUCATION AND TRAINING			
1. Level 2 English & maths		✓	A
2. Evidence of recent professional development		✓	A
4. ICT expertise		✓	A
5. First-aid at work qualification or a willingness to gain this qualification	✓		A/L
EXPERIENCE			
1. Experience of SIMs		✓	A
2. General office administration experience	✓		A/L
3. Excellent ICT skills	✓		A/L
KNOWLEDGE			
1. Supervision of a small team		✓	A/L
2. Excellent verbal and written communication skills	✓		A/L/I
3. Good planning and organisational skills	✓		A/L
JOB SPECIFIC REQUIREMENTS			
1. Full and sincere commitment to supporting student progress	✓		L/I
2. Suitability to work with children	✓		L/I
3. Ability to create and develop positive relationships with those visiting and or working in the school	✓		L/I
PROFESSIONAL SKILLS			
1. Ability to administer systems efficiently	✓		I
2. Ability to set high professional standards	✓		I
3. Ability to accept responsibility, exercise judgement and make decisions	✓		I
4. Ability to work with and within a team	✓		I