



Waverley Studio College

Part of Waverley Education Foundation Trust

PERSON SPECIFICATION

Cover Administrator – Grade 3

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	*Good standard of education including GCSEs in English and Maths	* AS/A level or equivalent
EXPERIENCE	*Experience of working in a school setting *Experience of dealing with sensitive information *Awareness of GDPR regulations	
SKILLS AND ABILITIES	*Good working knowledge of Microsoft Office (Word and Excel) *Good understanding of SIMS **Strong organisational skills *Ability to cope with conflicting demands, deadlines and interruptions **Ability to interpret varying situations and solve problems on a day to day basis **Good written and verbal skills **A willingness to work in a flexible manner *Ability to work as part of a team and to work unsupervised	
OTHER	**An awareness, understanding and commitment to equal opportunities	
Physical Requirements	**Maintain high standards in their own attendance and punctuality **Professional appearance	
Contra-indications	*No Criminal convictions involving offences against children and other related matters	

Those elements marked *will be assessed in your application.

Those elements marked **will be assessed in your application and during the selection process e.g. interview, presentation.

NB references will be used to support the selection panel's final assessment.

Waverley Education Foundation Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful candidates.

January 2023