



**THE GREEN SCHOOL  
TRUST**

**PERSON SPECIFICATION**

**JOB TITLE:** Cover Administrator

**DEPARTMENT/SECTION:** School: Main: The Green School for Trust  
Subsidiary: The Green School for Girls or Boys

**DATE:** June 2023

CATEGORY	ESSENTIAL JOB REQUIREMENTS
<p><b><u>EQUAL OPPORTUNITY</u></b></p> <p>Specify objective equal opportunity criteria related to effective job performance.</p>	<p>Awareness of the Trust's role as a service provider and employer with regard to equal opportunities.</p>
<p><b><u>JOB RELATED KNOWLEDGE/APTITUDE/SKILLS</u></b></p> <p>Specific job knowledge <u>necessary</u> for the effective performance of the post.</p>	<ul style="list-style-type: none"><li>● Good ICT skills</li><li>● Communication skills</li><li>● Able to work on own initiative.</li><li>● Ability to multi-task and work under pressure</li><li>● First Aid</li></ul>
<p><b><u>EXPERIENCE</u></b></p> <p>The particular type and depth of experience <u>necessary</u> for the effective performance of the duties. (Relevant voluntary work experience should be considered).</p>	<ul style="list-style-type: none"><li>● Experience of working on the front desk of an organisation (desirable)</li><li>● Experience of administration</li><li>● Experience of working in an educational setting</li><li>● Experience of Google documents &amp; Arbor or similar (desirable or a willingness to learn)</li></ul>

**EDUCATION & QUALIFICATIONS**

Level of qualifications (if any) is necessary for the effective performance of the duties.

- English and Maths level 2 pass
- Level 3 qualifications
- First Aid at work

**PERSONAL SKILLS**

Skills which are most relevant to effective job performance.

- Ability to follow instructions and carry out duties without constant supervision.
- Ability to prioritise workload.
- Excellent organisation and planning skills
- Good time management
- Ability to communicate effectively with staff and students and stakeholders: in person; in writing; over the telephone
- Enjoyment of working and supporting young people
- Ability to deal with difficult situations.
- Commitment to safeguarding students, staff and site users
- Professional conduct and confidentiality
- Ability to use computer (word, excel, google docs)
- Ability to work with outside agencies
- Common sense and pragmatism
- Solution focussed

**OTHER QUALITIES**

(Only where relevant to effective job performance) e.g. physical, operational requirements or circumstances.

- Good punctuality and timekeeping
- Enjoys working with young people
- Good team worker
- Well presented & smartly dressed
- Always seeking to improve processes
- Enthusiastic, energetic and proactive
- Flexibility and a willingness to support across the Trust
- Commitment and dedication
- A willingness to take on any training required
- Enjoys responsibility