

Person Specification

Administrator – Data and Assessment Team

	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> GCSE Grade 'C' or equivalent in English and Mathematics; A secretarial qualification; To hold, or be prepared to undertake First Aid at Work qualification. 	<ul style="list-style-type: none"> GCSE Grade 'C' or equivalent in English and Mathematics; A secretarial qualification; To hold, or be prepared to undertake First Aid at Work qualification.
Experience	<ul style="list-style-type: none"> Experience of undertaking a range of clerical and administrative duties, including data input; Experience of producing documents to a high standard. 	<ul style="list-style-type: none"> Experience of cash handling and banking procedures; Experience of supervising others.
Knowledge	<ul style="list-style-type: none"> Knowledge of a range of computer applications including Word and Excel. 	<ul style="list-style-type: none"> A good knowledge of the work in a school; Knowledge of SIMS; Knowledge of school policies including Child Protection, Health and Safety and Equal Opportunities; Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
Skills and Abilities	<ul style="list-style-type: none"> Ability to communicate with a range of audiences including other employees within the College, Governors, students and parents; Ability to demonstrate developed interpersonal skills and communication skills; Ability to organise own workload and demonstrate initiative; Ability to respond proactively to unexpected problems and situation; Ability to develop efficient record keeping systems; Ability to produce accurate and up-to-date records and reports as required; Ability to identify work priorities and manage own workload to meet deadlines, whilst ensuring that lower level priority work is kept up to date; Ability to show sensitivity and objectivity in dealing with confidential issues; Ability to demonstrate active listening skills; Ability to work effectively and supportively as a member of the College team; Ability to work within and apply all College policies, e.g. Behaviour Management, Child Protection, Health & Safety, Equal Opportunities, etc. 	



Personal	<ul style="list-style-type: none">• Willingness to participate in further training and developmental opportunities offered by the College and county, to further knowledge;• Displays commitment to the protection and Safeguarding of children and young people;• Ability to demonstrate commitment to Equal Opportunities;• Willingness to maintain confidentiality on all College matters.	
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