



PERSON SPECIFICATION: ADMINISTRATOR

SALARY RANGE: GRADE D SCP 7-10

WEEKS PER ANNUM: TTO + 5 Days (SALARY PRO RATA)

RESPONSIBLE TO: OFFICE MANAGER

RESPONSIBLE FOR: N/A

JOB PURPOSE: Be responsible for undertaking administrative, organisational and information technology processes within the college; assist with the planning and development of support services

COLLEGE VALUES: The post holder will subscribe to and model the ideal that as stakeholders of Denton Community College we strive to ensure that all our work is characterised by the core values of COURTESY, EMPATHY, INCLUSION, INTEGRITY, RESPECT & RESPONSIBILITY.

EDUCATION/QUALIFICATIONS/MEMBERSHIP OF PROFESSIONAL INSTITUTIONS

- GCSE or equivalent including Mathematics and English at grade C / grade 4 or above (E)
- GCE Advanced Level or equivalent qualification (D)

EXPERIENCE

- Experience of working in a school setting (D)
- Experience of working with young people (D)
- Experience of general clerical and administrative work (D)
- Experience of working within a school environment (D)

KEY SKILLS:

- Ability to manage own workload effectively (E)
- Ability to remain calm and professional when under pressure (E)
- Willingness to undergo emergency first aid at work training (E)
- Ability to be flexible (E)
- Ability to produce accurate written minutes /notes of meetings (E)
- Knowledge and experience of information technology and ability to use ICT packages, including spreadsheets, databases and word processing (E)
- Possess good keyboard skills in order to produce high quality documents (E)
- Have an awareness of the regulatory framework around education and schools (D)
- Ability to relate well to children and adults (E)
- Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these (E)
- Ability to identify your own training and development needs and cooperate with the means to address these needs (E)

PERSONAL QUALITIES:

- Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work (E)
- Self motivation and personal drive to complete tasks to the required timescales and quality standards (E)
- The flexibility to adapt to changing workloads demands and new school challenges (E)
- Personal commitment to continuous self-development (E)
- Personal commitment to continuous school improvement (E)
- Personal commitment to the school's professional standards, including dress code as appropriate (E)

SPECIFIC RESPONSIBILITIES (Whole School):

- The willingness to learn processes and procedures across all support operations of the school and support where possible; reception, cover arranging, examination support, financial administrative processing, school shop operation (E)
- The post holder must be available outside of the working hours to support parents evenings, open evenings and other school led events (E)

Category (E) – ESSENTIAL – without which the candidate would be unable to carry out the duties of the post

Category (D) – DESIRABLE FEATURES – which would normally enable the successful candidate to perform the duties and tasks better and more effectively than one who did not have the qualification, training, experience etc.

GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here.

All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, Tameside LA, and College policies.

The post-holder is expected to be part of the whole-college staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.