

Person Specification ERB Administrator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ Appropriate qualification for Business Administration (NVQ or CACHE) ➤ GCSE English or equivalent at grade C or above. ➤ GCSE Mathematics or equivalent at grade C or above. 	<ul style="list-style-type: none"> ➤ A level or above qualifications.
Skills	<ul style="list-style-type: none"> ➤ Excellent interpersonal skills both with staff and students. ➤ Excellent communication skills, both written and verbal. ➤ Excellent IT skills (Microsoft Office, School systems) ➤ Confidence with figures. ➤ Excellent Organisation Skills. ➤ Ability to prioritise workload and to work to, and to meet deadlines ➤ Ability to organise own time and work independently. ➤ Commitment to independence for students. ➤ Able to work under pressure 	<ul style="list-style-type: none"> ➤ Experience of school based IT systems. ➤ First Aid Certificate
Experience	<ul style="list-style-type: none"> ➤ Practical experience of working in an office environment ➤ Experience of writing reports ➤ Experience of preparing financial reports. ➤ Experience with working with a number of stakeholders. ➤ Some experience of Line Management. 	<ul style="list-style-type: none"> ➤ Experience of working in a School or in an environment supporting children and young people. ➤ Experience of people with disabilities.
Quality	<ul style="list-style-type: none"> ➤ Sympathetic with and supportive of the Catholic ethos of the school ➤ Commitment to the Safeguarding of children and young people. ➤ Adaptability to changing circumstances. ➤ Smart and Professional appearance and attitude ➤ Empathetic to the needs of children and families. ➤ Effective Team Player. ➤ Good sense of humour 	