

Educational Visits Administrator Person Specification

Education and Qualifications	Essential	Desirable	Assessment
Good general level of education to A level standard	✓		A
Commitment to personal/professional development	✓		A/I

Experience	Essential	Desirable	Assessment
Advanced user of MS Office package	✓		A/I
Previous experience of using databases/MIS systems		✓	A/I
Experience of working in a busy office environment	✓		A/I

Knowledge and Understanding	Essential	Desirable	Assessment
Excellent communication skills (verbal and written)	✓		A/I
Ability to establish good working relationships and effective teamwork	✓		A/I
Ability to employ a range of effective teaching, learning styles and assessment methods	✓		A/I
Ability to work deadlines and manage priorities	✓		A/I
Experience of EVOLVE and iSams		✓	A/I

Skills and Attributes	Essential	Desirable	Assessment
Ability to establish good working relationships and effective teamwork	✓		A/I
Good communication skills	✓		A/I
Excellent role model for staff and students	✓		A/I
Innovatory approaches to curriculum delivery	✓		A/I
Ability to generate ideas and drive initiatives	✓		A/I
Willingness to contribute to extra-curricular activities	✓		A/I

Personal Qualities	Essential	Desirable	Assessment
High expectations of students and colleagues	✓		A/I
Highly motivated and able to motivate and inspire students	✓		A/I
Enthusiastic and committed	✓		A/I
A passion for teaching	✓		A/I
Open-mindedness	✓		A/I
A forward-thinking approach	✓		A/I
Excellent interpersonal skills	✓		A/I
Ability to be reflective and self-critical	✓		A/I
Display calmness under pressure	✓		A/I
Potential for further promotion		✓	A/I
Have an understanding and interest in boarding duties		✓	A/I

A commitment to the whole life of a busy boarding community	✓	A/I
Charismatic - having 'a presence'	✓	A/I
Recognise the importance of personal responsibility for Health and Safety	✓	
Willingness to take on other roles and responsibilities within the department	✓	A/I
Commitment to the school's ethos, aims and its whole community	✓	

Assessment Key

A Application Form

I Interview