



Person Specification

POST: Year Administrator

DATE: 08.02.19

Recruitment and Selection Policy Statement

The Governing Body will ensure that all staff, job applicants, and students seeking admission to the school do not suffer direct or indirect discrimination on the grounds of sex, race, age, disability, sexual orientation, marital status, religion or belief, and are not disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

CRITERIA	STANDARD	E/D	MEASURED BY
Experience	A background of administration, preferably in education.	D	Application form
	Experience of working with young people, ideally in education	D	Application form
Skills	Excellent ICT skills. Experience of using Sims.net and Office 2010 an advantage.	D	Application form
	Ability to communicate clearly and sensitively, orally and in writing to a variety of audiences, including senior management, staff and students of the school.	E	Application form/Interview
	Excellent organisational skills; able to manage own time effectively and work to deadlines and remain calm under pressure.	E	Application form/Interview
	Commitment to develop and learn in the role and take responsibility for own CPD.	E	Application form
	Ability to establish rapport and respectful and trusting relationships with colleagues and senior staff.	E	Application form/Interview
	Ability to be flexible and adaptable, accommodating occasional changes to the working day.	E	Application form/Interview