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|  | **Faculty Administrator**  **Person Specification** |

Essential (E) -Essential to be considered for appointment Desirable (D) - Beneficial for the successful applicant

**How assessed:**

AF - Application form SS - Supporting statement I – Interview

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| **Criteria** | **Essential/ Desirable** | **How assessed** |
| **Personal** |  |  |
| 1. Excellent organisational skills | E | AF |
| 1. Enthusiasm and high level of integrity | E | AF |
| 1. The ability to multi-task | E | AF |
| 1. Flexible approach to the working day | E | AF |
| 1. Manage time and prioritise workloads | E | AF |
| 1. A ‘can do’ approach, seeking continuous improvement | E | AF |
| 1. Establish and build relationships, both internally and externally with people at all levels | E | AF |
| 1. Self-motivated | E | AF/I |
| 1. Excellent customer service skills | E | AF/I |
| 1. Good knowledge of business and education | D | AF/I |
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| **Experience** |  |  |
| 1. Previous administrative experience | E | AF/SS/I |
| 1. SIMS experience | D | AF/SS/I |
| 1. Working in a pressurised environment and meeting deadlines | E | AF/SS/I |
| 1. Experience of Microsoft Office software packages | E | AF/SS/I |
| 1. Ability to work on your own initiative | E | AF/SS/I |
| 1. Working in an educational environment | D | AF/SS/I |
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| **Qualifications** |  |  |
| 1. 5 A-C grades GCSE including English and Maths (or equivalent) | E | AF/SS/I |
| 1. Higher education or significant relevant training and qualifications | E | AF/SS/I |
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| **Specialist knowledge and skills** |  |  |
| 1. Excellent oral, written and interpersonal skills | E | AF/SS/I |
| 1. Ability to use ICT systems effectively, especially Excel | E | AF/SS/I |
| 1. Accurate data entry and an attention to detail | E | AF/SS/I |
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| **Service** |  |  |
| 1. A commitment to working for the benefit of others | E | SS/I |
| 1. A commitment to ‘going the extra mile for the pupils in our care | E | SS/I |