



LONGSPEE

PERSON SPECIFICATION - ADMIN LEAD

Category	Essential	Desirable	Evidence From:
<p>QUALIFICATIONS & TRAINING</p> <p>1.GCSE English and Maths Grade C (or equivalent)</p> <p>2.ECDL</p> <p>3.SIMS</p>	<p>√</p>	<p>√</p> <p>√</p>	<p>Application form and certificates</p>
<p>EXPERIENCE</p> <p>4.IT skills in Microsoft Office/Excel or similar</p> <p>5.Previous experience of working with young people</p> <p>6.Previous experience of working in a school</p> <p>7.Previous experience of HR and recruitment</p>	<p>√</p> <p>√</p>	<p>√</p> <p>√</p>	<p>Application form and skills test</p>
<p>SKILLS</p> <p>8.Good interpersonal and communication skills</p> <p>9.Good telephone manner</p> <p>10.Ability to take minutes</p> <p>11.Ability to maintain resilience, understanding and positive thinking when working with challenging pupils</p> <p>12.Ability to work quickly, accurately and meet deadlines</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>Application form and interview</p>
<p>QUALITIES</p> <p>13.Sense of humour</p> <p>14.Ability to be an active and full member of a team</p> <p>15.Commitment to staff development</p>	<p>√</p> <p>√</p> <p>√</p>		<p>Interview</p>
<p>OTHER</p> <p>16.Empathy for young people</p> <p>17.Willingness to work flexible hours when required</p> <p>18.Full, clean, UK driving licence, use of a car</p>	<p>√</p> <p>√</p> <p>√</p>		<p>Interview</p>

Happy, Safe, Progress
PART OF THE AMBITIONS ACADEMIES TRUST