

**BAYLIS COURT SCHOOL**  
**Administration Manager – Person Specification**

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
<i>Qualifications</i>	<ul style="list-style-type: none"> <li>• Educated to 'A' level standard or equivalent</li> <li>• NVQ level 3/4 or equivalent</li> <li>• Evidence of Management training</li> <li>• Maths + English GCSE</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate</li> <li>• Recognised Management training qualifications</li> <li>• Microsoft, CLAIT or other equivalent ICT qualifications</li> </ul>
<i>Skills</i>	<ul style="list-style-type: none"> <li>• An effective and accurate communicator</li> <li>• Excellent planning and organisation skills</li> <li>• Excellent written and oral skills</li> <li>• Excellent time management skills</li> <li>• Highly competent high end user of SIMS</li> <li>• ICT- competent in the use of Microsoft: Word, Excel, Powerpoint</li> <li>• Is flexible and able to adapt to new ways of working</li> <li>• Ability to prioritise and delegate to the team.</li> <li>• Calmly assertive and self assured</li> </ul>	<ul style="list-style-type: none"> <li>• Competent in the use of Access</li> <li>• Database handling expertise</li> <li>• Experience of managing a LAN</li> </ul>
<i>Previous Experience</i>	<ul style="list-style-type: none"> <li>• Minimum of three years experience in an administration managerial role</li> <li>• Proven effective leadership and management</li> <li>• Able to work without close supervision</li> <li>• Co-ordinating a team to meet deadlines</li> <li>• Oversight of budget issues</li> <li>• Successfully managing change and raising standards</li> </ul>	<ul style="list-style-type: none"> <li>• Proven experience leading major initiatives</li> <li>• Successful experience in improving efficiency</li> <li>• Experience working in education</li> <li>• Successfully managing change and raising standards in a school</li> <li>• Recent relevant in-service training</li> </ul>
<i>Professional Competence</i>	<ul style="list-style-type: none"> <li>• Ability to trouble shoot ICT problems</li> <li>• Excellent knowledge of current office practices and issues</li> <li>• Able to motivate and lead staff</li> <li>• Sound management with the ability to translate planning into action</li> <li>• Ability to monitor and evaluate the progress of the department team</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge ICT technical systems</li> <li>• Knowledge of current educational issues</li> <li>• Experience leading staff appraisals and reviews</li> </ul>
<i>Personal Qualities</i>	<ul style="list-style-type: none"> <li>• Personal integrity</li> <li>• Excellent interpersonal skills with sensitivity to others</li> <li>• Capacity to analyse and evaluate the work of the team, to establish priorities, make decisions and to work to agreed targets and deadlines</li> <li>• Ability to cope with conflicting demands, deadlines and interruptions</li> <li>• A strong team player</li> <li>• Motivation to continually improve standards and achieve excellence</li> <li>• Personal stamina</li> <li>• Committed to raising standards for pupils</li> <li>• Adaptable and organised</li> <li>• High aspirations and expectations of self and others</li> <li>• Demonstrates resilience, motivation and commitment to driving up standards of achievement</li> </ul>	<ul style="list-style-type: none"> <li>• A sense of humour</li> <li>• Patience and understanding</li> <li>• Able to build on constructive criticism</li> <li>• Experience of team building initiatives</li> <li>• Wider working relationship with young people</li> </ul>