

Person specification for the post of Administrator

Areas	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
Qualifications	<ul style="list-style-type: none"> • Good General Education including English and Maths at Grade C GCSE or equivalent • Accurate standard of keyboard skills 	<ul style="list-style-type: none"> • Educated to A level • Evidence of UCAS training
Experience/ Skills	<ul style="list-style-type: none"> • Proficient in Word Processing and database programmes • Able to manage conflicting priorities, organise workload effectively and meet deadlines • Ability to respond under pressure • Ability to produce accurate work to a high standard • Good standard of written and spoken English • Ability to problem-solve • Passion for high standards in all tasks • Self-motivated and relentless drive for excellence • Examples of good practice • Ability to respond under pressure • Ability to develop own CPD 	<ul style="list-style-type: none"> • Previous Post 16 administration experience • Experience of UCAS form completion • Experience of working as part of a Multi Academy Trust • Previous experience of minuting meetings • Ability to use desk top publishing programmes • Ability to use e-mail and the Internet • Experience in working with a complex IT file management system • Knowledge of the UCAS system and alternative options post 16 • First Aid trained
Personal Qualities	<ul style="list-style-type: none"> • Good written and oral communication skills and able to communicate with people at all levels • Ability to organise own work • Ability to work methodically under pressure • Flexible approach to duties • Calm and polite manner • Awareness of the importance of discretion and confidentiality, image and appearance 	
Relationships	<ul style="list-style-type: none"> • An ability to establish good working relationships 	<ul style="list-style-type: none"> • Experience of working with senior level staff
Equal Opportunities	<ul style="list-style-type: none"> • A commitment to equal opportunities 	<ul style="list-style-type: none"> • Examples of good practice from own experience
Other Requirements	<ul style="list-style-type: none"> • Excellent attendance particularly at critical times • A willingness to dress professionally in accordance with the culture of the organisation 	

	<ul style="list-style-type: none">• Able to organise appropriate cover and be willing to provide cover for colleagues, as appropriate• Flexibility of working hours when required	
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