PERSON SPECIFICATION

Sixth Form Administration Officer

You should seek to demonstrate how you meet the selection criteria in the information you provide on your application form and in your supporting statement.

Qualifications and Knowledge

Essential

- 5 GCSEs at Grade C or above, including Mathematics and English
- A Level/NVQ

Desirable

- Educated to degree level
- Recognised qualification in administration

Skills and Experience

Essential

- Excellent communication skills both orally and in writing
- Excellent keyboard skills
- Excellent IT skills to include a comprehensive understanding of the use of spreadsheets (Excel) and of Microsoft Word including mail merge to a high standard. The use of email and the internet
- Ability to learn new software packages and programs
- Excellent inter-personal skills including the ability to handle situations with tact and sensitivity involving staff, families and students
- Ability to manage and prioritise workload and respond effectively to working under pressure and to tight deadlines
- Attention to detail
- Ability to assimilate information readily and speedily

Desirable

- Good understanding of the SIMS information management system
- Experience of an education environment

General

- Work as part of a team
- Demonstrate personal integrity
- Display a commitment and an ability to contribute to the protection and safeguarding of children and young people
- Model behaviour, attitudes and dress that set the best possible example to students
- Work unequivocally to support the aims and ethos of the school
- Flexibility in the approach to work and the demands of the post and to adaptable to the changing circumstances of the school
- Willingness to undertake professional development.