

PERSON SPECIFICATION

Job Title: Faculty Admin Co-ordinator

Specification	Essential	Desirable
Work, organisational & planning skills	<ul style="list-style-type: none"> • GCSE level or equivalent of literacy and numeracy • Competent IT and keyboard skills • Reliable, well organised and systematic • Analytical and practical approach to problem solving • Ability to oversee a team of colleagues ensuring work flow and quality levels are met • Able to prioritise and manage a demanding work schedule with competing priorities • Ability to use initiative and discretion where appropriate • Ability to learn from experience and manage change 	<ul style="list-style-type: none"> • Ability to demonstrate sound and effective judgement when dealing with complex issues
Working with people	<ul style="list-style-type: none"> • Excellent interpersonal skills, able to deal courteously and helpfully with colleagues, students and parents • Good teamworker 	<ul style="list-style-type: none"> • Experience of working effectively in a similar sized organisation • Experience of managing and leading a team of staff
Communication	<ul style="list-style-type: none"> • Effective oral and written communication 	
Personal Qualities	<ul style="list-style-type: none"> • Able to use own initiative & work independently with minimal supervision • Discretion with confidential material • Keen enthusiastic approach to work 	
Experience	<ul style="list-style-type: none"> • Proven ability to work effectively under pressure to meet deadlines • Comfortable using computers and Information Systems as an integral part of the job with a good understanding of Microsoft office applications 	<ul style="list-style-type: none"> • Previous experience of working in a school • ECDL or equivalent • Familiarity with the SIMS system