

THE BISHOP OF WINCHESTER ACADEMY Person Specification- Administrator to the Leadership Team	
Ethos	
<i>Essential</i>	<ul style="list-style-type: none"> • Support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. • Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope. • All academy post-holders are expected to contribute to the development of young people and the community.
Education, Training and Qualifications	
<i>Essential</i>	<ul style="list-style-type: none"> • 5 GCSEs including mathematics and English at grade C or above or equivalent.
Skills and Abilities	
<i>Essential</i>	<ul style="list-style-type: none"> • A committed and highly motivated team player. • Excellent written and verbal communication skills. • A good organiser who is able to work under pressure. • Excellent interpersonal and liaison skills. • ICT literate with the ability to word process and accurately record data. • Able to work on own initiative, with minimal supervision and guidance. • Ability to manage own time effectively and assume responsibility. • Ability to remain calm and contribute to the resolution of problems. • Flexible and able to respond quickly to new situations.
Specialist Knowledge	
<i>Essential</i>	<ul style="list-style-type: none"> • Understanding of Data Protection requirements.
<i>Desirable</i>	<ul style="list-style-type: none"> • Knowledge, skills and experience in the use of SIMS or other database packages.
Experience	
<i>Essential</i>	<ul style="list-style-type: none"> • Experience of customer care and delivering front line services.
<i>Desirable</i>	<ul style="list-style-type: none"> • Special skills and experience in working with young people particularly within a school setting and in partnership with other agencies.
Other	
<i>Essential</i>	<ul style="list-style-type: none"> • Fully committed to the academy's Equal Opportunities Policy. • Willingness to attend training for SIMS applications.