



Person Specification
Sixth Form Administrator

Category	Essential	Desirable
Qualifications <ul style="list-style-type: none"> ➤ A minimum of 5 GCSEs (Grade A*-C including Maths and English) ➤ 2 A levels or equivalent ➤ RSA 3 Word Processing/IBT3 ➤ NVQ Level 3 Administration or similar 	 ✓ ✓	 ✓ ✓
Experience <ul style="list-style-type: none"> ➤ Experience of a wide variety of administration work at an advanced level ➤ Experience of working in a school environment ➤ Experience and proven ability to use a variety of computer applications and software packages to an <u>advanced</u> level including Word, Excel and Powerpoint 	 ✓ ✓	 ✓
Skills and Abilities <ul style="list-style-type: none"> ➤ Able to prioritise and organise work effectively, work to strict deadlines and remain calm under pressure ➤ Able to minute meetings ➤ Able to quality assure completed work ➤ Have an understanding of Safeguarding ➤ Complete tasks in a methodical manner with accuracy and attention to detail 	 ✓ ✓ ✓ ✓ ✓	
Personal Qualities <ul style="list-style-type: none"> ➤ Proven interpersonal and communication skills, both written and oral, to deal with a wide range of stakeholders ➤ Ability to develop and maintain effective working relationships ➤ Ability to be discrete and sympathetic when dealing with sensitive and confidential materials ➤ Ability to show initiative and make decisions ➤ Ability to work effectively with little supervision ➤ Excellent organisation and time management skills 	 ✓ ✓ ✓ ✓ ✓ ✓	