

PERSON SPECIFICATION – Senior Administrator

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential/Desirable	How identified
<input type="checkbox"/> GCSE Maths and English Grade C or above.	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Computer literate	E	
<input type="checkbox"/> Willingness to undergo further training	E	
Knowledge & Experience	Essential/Desirable	How identified
<input type="checkbox"/> Experience of working within an administration environment	E	Application form / References / Interview
<input type="checkbox"/> Experience within a school office	D	
<input type="checkbox"/> Knowledge of the DBS application and verification process	D	
<input type="checkbox"/> Knowledge of SIMS and/or experience of using databases/Management Information Systems	E	
<input type="checkbox"/> Excellent administrative and organisational skills	E	
<input type="checkbox"/> Experience of using Microsoft Office and or Google	E	
<input type="checkbox"/> Excellent Interpersonal and communication skills	E	
<input type="checkbox"/> Experience of dealing with the public through the telephone and face to face contact	E	
<input type="checkbox"/> Good standard of spoken English	E	
Personal Attributes	Essential/Desirable	How identified
<input type="checkbox"/> Able to relate well to children and adults	E	Interview/references
<input type="checkbox"/> Flexible and adaptable	E	
<input type="checkbox"/> Energetic, hardworking and self-motivated	E	
<input type="checkbox"/> Good attention to detail	E	
<input type="checkbox"/> Able to prioritise workloads	E	
<input type="checkbox"/> Ability to work effectively in a busy team environment	E	

Equal Opportunities	Essential/Desirable	How identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Safeguarding	Essential/Desirable	How identified
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	