



PERSON SPECIFICATION

POST: Sixth Form Administrator

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications and Training	<ul style="list-style-type: none">Enhanced disclosure with DBS (DBS application paid for by School upon conditional offer)		Application form Relevant documentation Interview References
Professional Experience/Skills, Knowledge and Aptitudes	<ul style="list-style-type: none">Previous office administration experienceKnowledge of Microsoft Office including Word, Excel and PowerpointAbility to lead and organise an office teamExcellent communication skills: ability to communicate with different groups of people including students, parents, staff and outside agenciesExcellent customer service skills and the ability to understand the needs of students, staff, parents and carersExcellent organisational and time management skills and the ability to prioritise workAbility to work on own initiative as well as part of a wider teamSafeguarding - understand that safeguarding is the responsibility of all staff working in the schools. It is essential to complete, (where appropriate), and remain fully up to date with all relevant training	<ul style="list-style-type: none">Previous experience in a school office environmentWorking knowledge of school Management Information SystemExperience of school Census returnsTimetabling experience would be an advantage but training will be providedKnowledge of the UCAS system would be an advantage but training will be providedWorking knowledge of Timetabler and Applica software	Application form Interview References Test

Personal Qualities	<ul style="list-style-type: none">• Support for the ethos and cultural life of both school communities• Professional values in personal conduct and presentation• Ability to understand and maintain appropriate relationships and personal boundaries with children and young people• Integrity, discretion and a sense of fairness• Self-motivated and proactive• Adaptable, willing and flexible• Conscientious and dependable• Calm, organised and methodical• Enthusiastic, ambitious and hard working		Interview References
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