

# Administrator (Office)

## Person Specification

Factors	Essential	Desirable
<b><i>Qualifications / skills / knowledge and / or ability: -</i></b>		
▪ Good general education up to at least GCSE or equivalent in English and Maths	▪	
▪ Excellent typing skills	▪	
▪ Experience of using Word and Excel	▪	
▪ Experience of producing publicity or other presentation materials		▪
▪ Good organisational and listening skills	▪	
▪ Experience of and ability to communicate clearly with, e.g. pupils, staff, visitors; promote a positive working environment; put people at their ease	▪	
▪ Willing to undertake training on school's student database (SIMS) and Publisher		▪
▪ Ability to organise and prioritise tasks	▪	
▪ Able to work under pressure and meet tight deadlines	▪	
▪ Awareness of confidentiality and data protection issues	▪	
▪ Attention to detail	▪	
▪ Ability to maintain a positive and flexible attitude	▪	
<b><i>Personal qualities: -</i></b>		
▪ Good timekeeping	▪	
▪ Enthusiastic, positive, conscientious, flexible, approachable	▪	
▪ Fully committed to equal opportunity for all	▪	
▪ Able to work on own initiative and as part of a team	▪	
▪ Empathy with the needs of all students	▪	

Every member of staff is required to complete team teach positive behaviour support training before employment begins and refresher training periodically thereafter.