

Person Specification

POST: Academy Administrator

The person appointed will provide evidence of the skills, abilities, knowledge, experience and qualifications required to perform the role in relation to working with children.

	Essential	Desirable	Method of Assessment
Qualifications	<p>Good standard of education to include GCSE English (Grade C or above) or equivalent .</p> <p>PROOF OF QUALIFICATIONS WILL BE REQUIRED</p>		Application form/interview
Experience	<p>Experience of working within a team.</p> <p>Experience of school/academy administration.</p> <p>Experience of using SIMS.</p> <p>Experience of managing and prioritising workload in a busy office environment.</p> <p>Experience of general office administration duties such as filing, booking appointments, typing documents, mail merge etc.</p>	Experience of taking minutes.	Application form/interview
Abilities	<p>To safeguard the welfare of children.</p> <p>Ability to maintain total confidentiality.</p> <p>Excellent ICT skills, with experience of using the Microsoft office package, in particular Word and Outlook.</p> <p>Good organisational skills having the ability to prioritise workload and meet strict deadlines.</p>	Experience of using Microsoft Excel package	Application form/interview/ test
Interpersonal skills	<p>Excellent telephone manner.</p> <p>Ability to communicate effectively both verbally and in writing.</p> <p>Able to deal with people at all levels from a range of organisations.</p>	Experience of liaising with students.	Application form/interview
Other	<p>Enthusiastic and flexible approach to meet the needs of the academy.</p> <p>Excellent attendance record and high degree of reliability.</p> <p>Must be smart and presentable.</p>	First Aid qualification	Application form/interview