

## ADMINISTRATOR (Level 3)

### PERSON SPECIFICATION

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>Awareness of inclusion, especially within a school setting.</li> <li>Willingness to work with children who have special educational needs.</li> <li>Able to use own initiative</li> </ul>	<ul style="list-style-type: none"> <li>Basic knowledge of first aid</li> </ul>	Application Reference Interview
Qualifications and Training	<ul style="list-style-type: none"> <li>Willingness to participate in relevant training and development opportunities</li> <li>Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualifications</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 4 in Administration/Business/Certificate in School Business Management or equivalent qualification or working towards the qualification.</li> </ul>	Application Interview
Experience	<ul style="list-style-type: none"> <li>Several years experience of working in an office environment at a senior level</li> <li>Knowledge of relevant policies codes of practice and an awareness of relevant legislation.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of relevant policies/codes of practice and an awareness of relevant legislation</li> <li>Experience of managing staff</li> </ul>	Application Interview Reference
Disposition	<ul style="list-style-type: none"> <li>Ability to respect and support the aims and objectives of Alt Bridge School</li> <li>Able to build trust and respect with individuals throughout the school.</li> <li>Drive and enthusiasm.</li> <li>Ability to build and maintain successful relationships with pupils /parents/ visitors, treat them consistently with respect and</li> <li>Adaptable – contributes personally to the change process.</li> <li>Flexibility with contractual hours</li> </ul>	<ul style="list-style-type: none"> <li>Helps plan, develop and set up and monitor systems and processes to effect change</li> <li>Challenges existing practices and conventional thinking</li> </ul>	Reference Interview
Use of Technology	<ul style="list-style-type: none"> <li>Is able to use and understands the purpose of ICT and able to use it for routine and pre-set purposes.</li> <li>Is able to share skills and knowledge with colleagues</li> </ul>	<ul style="list-style-type: none"> <li>Familiar with the Arbor Management system</li> <li>Has a willingness to remain proficient as the technological needs of the school change</li> </ul>	
Special Requirements	<ul style="list-style-type: none"> <li>Available to work from 7.30 a.m. each day.</li> <li>Good timekeeping and attendance record.</li> <li>No adverse criminal record.</li> <li>Successful medical clearance</li> <li>Eligible to work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>Commitment to own personal development and training.</li> </ul>	Interview Reference Medical check Enhanced DBS Check Proof of UK working eligibility