

ADMINISTRATOR (Level 3)

PERSON SPECIFICATION

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Skills, Knowledge and Aptitude	- Excellent communication skills - Awareness of inclusion, especially within a school setting. - Willingness to work with children who have special educational needs. - Able to use own initiative	Basic knowledge of first aid	Application Reference Interview
Qualifications and Training	- Willingness to participate in relevant training and development opportunities - Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualifications	NVQ Level 4 in Administration/Business/Certificate in School Business Management or equivalent qualification or working towards the qualification.	Application Interview
Experience	- Several years experience of working in an office environment at a senior level - Knowledge of relevant policies codes of practice and an awareness of relevant legislation.	- Knowledge of relevant policies/codes of practice and an awareness of relevant legislation - Experience of managing staff	Application Interview Reference
Disposition	- Ability to respect and support the aims and objectives of Alt Bridge School - Able to build trust and respect with individuals throughout the school. - Drive and enthusiasm. - Ability to build and maintain successful relationships with pupils /parents/ visitors, treat them consistently with respect and - Adaptable – contributes personally to the change process. - Flexibility with contractual hours	- Helps plan, develop and set up and monitor systems and processes to effect change - Challenges existing practices and conventional thinking	Reference Interview
Use of Technology	- Is able to use and understands the purpose of ICT and able to use it for routine and pre-set purposes. - Is able to share skills and knowledge with colleagues	- Familiar with the Arbor Management system - Has a willingness to remain proficient as the technological needs of the school change	
Special Requirements	- Available to work from 7.30 a.m. each day. - Good timekeeping and attendance record. - No adverse criminal record. - Successful medical clearance - Eligible to work in the UK	Commitment to own personal development and training.	Interview Reference Medical check Enhanced DBS Check Proof of UK working eligibility