

ADMINISTRATOR (Level 2) PERSON SPECIFICATION

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Basic knowledge of first aid 	Application Reference Interview
Qualifications and Training	<ul style="list-style-type: none"> • Willingness to participate in relevant training and development opportunities • Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualifications • Excellent typing skills • NVQ Level 3 in administration or equivalent qualification or experience 		Application Interview
Experience	<ul style="list-style-type: none"> • Experience of clerical/administrative work • Experience of organising meetings • Experience of taking minutes 	<ul style="list-style-type: none"> • Knowledge of relevant policies/codes of practice and an awareness of relevant legislation • Experience of working within a school office environment • Experience of working with MIS Arbor systems 	Application Interview Reference
Disposition	<ul style="list-style-type: none"> • Ability to respect and support the aims and objectives of Alt Bridge School • Good team member. • Drive and enthusiasm. • Ability to build and maintain successful relationships with pupils /parents/ visitors, treat them consistently with respect and • Friendly and able to relate well to staff • Adaptable • Flexibility with contractual hours 		Reference Interview
Use of Technology	<ul style="list-style-type: none"> • 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 • Has a willingness to remain proficient as the technological needs of the school change 	<ul style="list-style-type: none"> • Familiar with the Arbor Management system 	
Special Requirements	<ul style="list-style-type: none"> • Good timekeeping and attendance record. • No adverse criminal record. • Successful medical clearance • Eligible to work in the UK 	<ul style="list-style-type: none"> • Commitment to own personal development and training. 	Interview Reference Medical check Enhanced DBS Check Proof of UK working eligibility