

## Person Specification

### Administrator (Level 3) Primary, Grade 6 (SCP 8-11)

|  | Essential  | Desirable   |
|--|--|---|
| <b>Qualifications</b>                          | <ul style="list-style-type: none"> <li>➤ Good standard level of education</li> <li>➤ 5 GCSE's or equivalent, including English and Maths</li> <li>➤ NVQ Level 3 in administration or equivalent, or willingness to undertake this qualification</li> </ul>   | <ul style="list-style-type: none"> <li>➤ First Aid qualification</li> </ul>   |
| <b>Work or relevant experience</b>             | <ul style="list-style-type: none"> <li>➤ 2 – 3 years' experience of clerical/administrative work</li> <li>➤ Computer/keyboard skills</li> <li>➤ Ability to take notes</li> </ul>   | <ul style="list-style-type: none"> <li>➤ Experience of working in an educational setting or other relevant environment</li> </ul> |
| <b>Knowledge and Understanding</b>             | <ul style="list-style-type: none"> <li>➤ Very good numeracy and literacy skills</li> </ul>   |   |
| <b>Skills and Abilities (relevant to post)</b> | <ul style="list-style-type: none"> <li>➤ Willingness to participate in training and development opportunities</li> <li>➤ Very good ICT skills</li> <li>➤ Ability to train, supervise and develop other staff</li> <li>➤ Sufficiently fluent in spoken English to ensure effective performance in the role</li> </ul> |   |
| <b>Personal Qualities</b>                      | <ul style="list-style-type: none"> <li>➤ Good communication skills</li> <li>➤ Ability to relate well to children and adults</li> <li>➤ Ability to work well as part of a team</li> <li>➤ Flexibility and reliability</li> <li>➤ Ability to maintain confidentiality</li> </ul>                                       |   |
| <b>Special Conditions</b>                      | <ul style="list-style-type: none"> <li>➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li> </ul>   |   |

