

## Person Specification

### Senior Administrator

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	<ul style="list-style-type: none"> <li>3 years secretarial or administrative experience working in a school/office environment;</li> <li>Practical experience of word processing, e-mail and other electronic office applications.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of data gathering and statistical analysis;</li> <li>Experience of using SIMS/EMS, SUN, DELPHI, TRACEY</li> </ul>	Application, interview and reference
Education and Training	<ul style="list-style-type: none"> <li>5 GCSEs or equivalent, to include English and Maths;</li> <li>NVQ Level 3 in Administration or IT, or equivalent experience;</li> <li>RSA 2 or equivalent in word-processing</li> </ul>	<ul style="list-style-type: none"> <li>Word-processing/ typing RSA 3;</li> <li>Shorthand;</li> <li>Experience of managing a database;</li> <li>ECDL</li> </ul>	Application and sight of certificate
Special Knowledge and Skills	<ul style="list-style-type: none"> <li>Ability to relate and communicate with adults and children;</li> <li>Good typing and word processing skills;</li> <li>Ability to meet tight deadlines;</li> <li>Good organisational skills;</li> <li>Good oral and written skills;</li> <li>Have due regard for confidentiality;</li> <li>Ability to work on own initiative and as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of school and Council administration and accounting systems (manual and computerised)</li> </ul>	Application, observation, interview, references
Any Additional Factors	<ul style="list-style-type: none"> <li>Excellent personal presentation;</li> <li>Professional, tactful, sensitive and resilient;</li> <li>Enjoys working with young people.</li> </ul>		Interview and reference