

## ADMINISTRATOR (Level 2) 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> <li>• Excellent typing skills</li> <li>• NVQ Level 3 in administration or equivalent qualification or experience</li> </ul>		Application Interview
Experience	<ul style="list-style-type: none"> <li>• Experience of clerical/administrative work</li> <li>• Experience of organising meetings</li> <li>• Experience of taking minutes</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 working within a school office environment</li> <li>• Experience of working with MIS Arbor systems</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>• Good team member.</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>• Friendly and able to relate well to staff</li> <li>• Adaptable</li> <li>• Flexibility with contractual hours</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> <li>• Has a willingness to remain proficient as the technological needs of the school change</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar with the Arbor Management system</li> </ul>	
Special Requirements	<ul style="list-style-type: none"> <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