

Person Specification - School Administrator

<u>CATEGORY</u>	<u>CRITERIA</u>	<u>MEASURED BY</u>
<u>Qualifications</u>	<ul style="list-style-type: none"> English and Maths BTEC Level 2/GCSE/equivalent First Aid Certificate Driving licence Relevant Business Administration qualification 	<ul style="list-style-type: none"> Application Form Certificates Interview
<u>Skills</u>	<ul style="list-style-type: none"> Exceptional organisational and prioritisation skills Excellent communication skills across verbal, listening and written correspondence Able to use own initiative Able to work in challenging circumstances Proven computing skills, particularly in the Microsoft Office suite, to include Word, Excel, PowerPoint as a minimum 	<ul style="list-style-type: none"> Application Form Interview References In house testing / work sample tasks
<u>Experience</u>	<ul style="list-style-type: none"> Previous business administration experience No history of misconduct associated with working with children, young adults or other vulnerable groups Working with children and young people/adults Working in a residential school, care home or similar setting Previous experience of learning disabilities and/or challenging behaviour 	<ul style="list-style-type: none"> Application Form Interview References
<u>Personal Qualities</u>	<ul style="list-style-type: none"> Tolerance and patience Excellent value base Flexible approach to work tasks Resilient and able to work with challenging behaviours Smart appearance A natural respect of the individuality and dignity of those in our care Show commitment to equality of opportunity at all times and have due respect for the diverse make up of colleagues and those in our care 	<ul style="list-style-type: none"> Application Form Interview References Work sample tasks/tests
<u>Values</u>	<ul style="list-style-type: none"> Diplomatic Confidential Discreet Resilient Adaptable Respectful Professional Trustworthy Understanding Engaging Interactive 	<ul style="list-style-type: none"> Interview References Application form