



Administrator – Student Reception

PERSON SPECIFICATION

Qualifications and Experience

Essential	Desirable
<ul style="list-style-type: none">• GCSE grade C in English• Experience of working effectively in an Admin Team	<ul style="list-style-type: none">• Experience of leadership in an admin setting in a secondary school• Experience of working with children

Knowledge and Skills

Essential	Desirable
<ul style="list-style-type: none">• Highly developed organisational skills• Ability to lead and to contribute positively to a team• Highly developed oral and written communication skills• A willingness to share good practice• Ability to form productive relationships with young people and colleagues• Proficiency with all aspects of IT relevant to an admin post• Ability to respect and maintain confidentiality• Confident and professional telephone manner	<ul style="list-style-type: none">• Excellent knowledge of SIMS and its applications• First aid trained

Personal Qualities

Essential	Desirable
<ul style="list-style-type: none">• Integrity and honesty• Ability to use own initiative in order to achieve results• Ability to relate well to colleagues• Ability to respond to change and adopt a flexible approach to their work.• Ability to think clearly, calmly and to complete tasks successfully in a busy environment with many interruptions• Fully supportive of the school's Catholic/Christian ethos	