WOLSINGHAM SCHOOL

PERSON SPECIFICATION: Administration and Community Relations Officer

**EDUCATION, QUALIFICATIONS & TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * GCSE English and Maths or equivalent | Yes |  |  |
| * Level 3 or higher qualification in a relevant field of administration or communications | Yes |  | Application Form |

**EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Experience of working with marketing (including in electronic forms like social media and web pages), press releases, or customer recruitment, ideally in an educational setting | Yes |  | Application Form  Reference  Interview |
| * Experience in writing press releases that are accurate, timely and send a vibrant, positive message at key times |  | Yes | Application Form  Reference  Interview |
| * Experience clearly relevant to working with large teams of people from diverse backgrounds in order to lead on the organisation of high quality public events and presentations | Yes |  | Application Form  Reference  Interview |
| * Experience working on a wide range of clerical and administrative matters in order to support the functioning of a large organisations and its leaders | Yes |  | Application Form  Reference  Interview |

**KNOWLEDGE, SKILLS & APTITUDES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * An ability and keen willingness to learn, sometimes through self-teaching, and be trained in areas where their experience, education, etc. may have gaps pertinent to the role. | Yes |  | Application Form  Reference  Interview |
| * The ability to relate to young people of all abilities and backgrounds, organise them to take part effectively in projects, and build enthusiasm for their participation in those projects | Yes |  | Application Form  Reference  Interview |
| * The ability to take initiative in writing or creating high quality presentations, publications, press releases, letters, etc on behalf of the school and its leaders, even when time is tight or only general guidelines are given for the job specification | Yes |  |  |
| * The ability to work very effectively with a wide range of stakeholders and other members of the community in order to market the school well, answer questions or concerns, organise events and outreach projects, recruit new students and achieve the other goals in the job description | Yes |  |  |
| * High level of ICT skills to support the other aspects of this role | Yes |  |  |
| * High level administrative and organisational skills for leading on a complex area of school administration and supporting the admin team on all manner of duties | Yes |  |  |

**PERSONAL ATTRIBUTES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Patience. * Strong work ethic. * Conscientious and efficient. * Good problem solving skills and positive approach to working life. * Ability to work to tight deadlines * Good organisational skills and the ability to prioritise own workload | Yes |  | Application Form  Reference  Interview |
| * Able to communicate with other professionals and parents. * Flexible approach to working life and an ambitious outlook. | Yes |  | Application Form  Reference  Interview |
| * Willingness to be involved in many aspects of school life. | Yes |  | Application Form  Reference  Interview |
| * Ability to work effectively and supportively as a member of the school team. | Yes |  | Application Form  Reference  Interview |
| * Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc. | Yes |  | Application Form  Reference  Interview |

**PERSONAL ATTRIBUTES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Ability to establish positive relationships with students and staff. | Yes |  | Application Form  Reference  Interview |
| * Patience, good sense of humour. | Yes |  | Application Form  Reference  Interview |

**REQUIREMENTS**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| A commitment to safeguarding & promoting the welfare of children and young people | Yes |  | Reference  Interview |
| Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity | Yes |  | Application  Reference |

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

**The School Operates a No Smoking Policy**