

### Person Specification – Administrator

The Futures Trust and Camp Hill School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Headteacher / Business Manager
<b>Grade</b>	3 (pro rata salary £13,660 - £14,496 per annum)
<b>Hours</b>	30 hours per week term time only plus 1 week (39 weeks) 8.30am to 3.00pm With half hour lunch
<b>Location</b>	Based at Camp Hill School

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE's grade C or above in English and Maths or equivalent</li> <li>• A relevant level 3 qualification e.g NVQ, advanced apprenticeship</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant clerical Qualification e.g RSA word processing, CLAIT</li> </ul>	Application Form Certificates
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills; able to communicate effectively both verbally and in writing with a range of audiences</li> <li>• Highly organised; can prioritise and work well under pressure, meeting strict deadlines and exercising attention to detail</li> <li>• Able to support continuous Improvement, implement and support the development of efficient and effective administrative systems.</li> <li>• Strong interpersonal skills; able to liaise and work with internal and external stakeholders at all levels, and develop effective working relationships</li> <li>• Able to maintain the highest levels of confidentiality and</li> </ul>		Application Form Interview Written Test

<b>Skills and Abilities continued</b>	<p>data security</p> <ul style="list-style-type: none"> <li>• Able to maintain accurate electronic and hard copy filing systems.</li> <li>• Proactive and responsive; able to anticipate needs, and to plan work and for the efficient and effective use of resources; adapting plans to meet needs</li> <li>• Can methodically and accurately record, interpret and present written and numerical data in formats including spreadsheets and written reports</li> <li>• Able to handle complaints and difficult situations in a patient, calm and effective way, and to demonstrate tact and empathy when dealing with sensitive issues</li> <li>• Able to consistently produce high quality work</li> <li>• Able to use a range of ICT systems to ensure the efficient and effective running of the Hub</li> <li>• Able to work both as an effective team member, and independently using initiative to problem solve</li> <li>• Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> </ul>		Application Form Interview Written Test
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of 12 months proven experience of successfully carrying out relevant administrative activities</li> <li>• Working at pace; organising and prioritising varied and high volume work</li> </ul>	<ul style="list-style-type: none"> <li>• Working in an education environment</li> </ul>	Application Form Interview

	<ul style="list-style-type: none"> <li>• Problem solving</li> </ul>		
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• A range of relevant ICT systems</li> <li>• Professionalism and the perceptions of others</li> <li>• How to implement and develop efficient and effective administrative systems</li> <li>• Data protection and confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• The issues relating to safeguarding children and young people</li> </ul>	Application Form Interview Written Test
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> <li>• Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers.</li> <li>• Able to work calmly under pressure and withstand stress</li> <li>• Able to work flexibly, and to attend meetings and INSET days.</li> </ul>		Application Form Interview
<b>Person specification reviewed by E Poultney Business Manager</b>  <b>Date: July 22</b>			