



Person Specification – Admin Team Member

	Essential	Desirable
QUALIFICATIONS AND TRAINING		
GCSE or equivalent in English and Maths, grades 9-4 (A*-C)		Y
Higher level qualification eg A-Level, BTEC, Degree		Y
EXPERIENCE		
Experience of working with young people	Y	
Experience of working with secondary aged-students aged between 11-16		Y
Experience of supporting students to improve their knowledge and understanding		Y
Experience of working with parents	Y	
Experience of working with external agencies		Y
Evidence of working within a team and developing strong partnerships with colleagues	Y	
ABILITIES, SKILLS AND KNOWLEDGE		
Ability to celebrate the achievements of students	Y	
Ability to practice and promote the policies and ethos of the school	Y	
Ability to use IT confidently and flexibly	Y	
Knowledge of safeguarding and policies intended to keep children safe in education	Y	
PERSONAL SKILLS AND QUALITIES		
High standards of personal and professional conduct	Y	
An excellent communicator and strong interpersonal skills	Y	
Remaining calm under pressure	Y	
Flexible and able to work through challenges	Y	
Confident when working with young people	Y	
Warmth, sensitivity and enthusiasm	Y	
Drive, commitment and a proven capacity for hard work	Y	
Effective time management	Y	
Capacity to manage own work pressure and that of others	Y	
Willingness to be involved in the wider life of the school	Y	
Approachable and positive with colleagues	Y	
Ability to work effectively and plan ahead	Y	
Optimistic and positive with students and colleagues	Y	