

PERSON SPECIFICATION

Section: Administration	Reports to: School Business Manager
Job Title: Campus Administrator	Grade/Salary Range: NJC Grade 4 SCP 7-11 (depending on qualifications/experience)
Working Pattern: 37 hours per week	Working Weeks per annum: 40

Factors	Essential	Desirable	Assessment Method
Qualifications	5 GCSEs A-C (including Maths & English)		Certificates at interview
Training	Evidence of Continuing Professional Development		Application Form Interview
Experience	Excellent administration, reception and customer service skills	Experience of working in a school environment	Application Form Interview
Knowledge and Skills	Excellent organisational skills Effective and clear communication skills Accuracy and attention to detail Competent in the use of Microsoft Word and Excel Able to produce and present reports in a logical, clear and concise format Able to use a range of ICT software packages	Able to use a range of database packages including SIMS.	Application Form Interview
Personal Qualities	A professional and welcoming manner	Shares knowledge with others Understanding of	Interview

	<p>Pro-active with the ability to use initiative</p> <p>Ability to work under pressure and meet deadlines</p> <p>Enthusiastic, observant and operate with integrity</p> <p>Adaptable and flexible</p> <p>Operate with patience and tact</p> <p>Work well as part of a team</p>	<p>promoting positive relationships within the wider school community</p>	
Other	<p>Willingness to challenge oneself to improve performance</p> <p>Committed to equality of opportunity</p>		<p>Application Form</p> <p>Interview</p>

Signature:

Line Manager

Date:

Signature:

Job Holder

Date: