

Person Specification: Sector Administrator – Vacancy June 2019

Post title:	Sector Administrator
Pay range:	G8
Reporting to:	School Business Manager
Line management and supervisory responsibilities:	n/a
Teaching Commitment	n/a
Essential	Desirable
Qualifications/Training	
Good general education - English and Maths GCSE Grade C or above	Excellent written and spoken English
Willing to undertake relevant training	Safeguarding training to level 3
Experience	
General office administrative experience	Experience of working in school or NHS admin teams and the confidentiality that entails
Dealing with personal data in an accurate manner and able to organise information in a way that is useful to others	
Job related knowledge, attitude & skills	
Working knowledge of various IT systems such as databases, Google applications, websites, and Microsoft Excel & Word	Knowledge of school exams and other accreditations such as AQA awards and functional skills
Confident IT user with equipment such as Kindles, Chromebooks, VR Headsets and robots, or has the willingness and competency to learn	Experience of training others in use of IT systems and products
Able to offer flexibility in working hours during the summer exam period	
Willingness to be flexible in tasks allocated as per need for supporting the school	
Interpersonal and social skills	
Good team member able to offer support to colleagues who are often working in emotional environments	
Experience of and ability to communicate clearly at all levels, e.g. pupils, staff, parents, local schools, visitors, promote a positive working environment; put people at their ease. Good telephone manner.	
Other	
DBS Enhanced Disclosure Check	
Valid driving licence and access to car with business insurance	