



**PERSON SPECIFICATION
ADMINISTRATION CO-ORDINATOR**

| Category | Essential | Desirable |
|---|------------------|------------------|
| QUALIFICATIONS | | |
| GCSE English and Maths Grade C or above (or equivalent) | * | |
| Evidence of continued professional development. | * | |
| Administrative/PA related qualifications. | | * |
| Safer Recruitment Trained. | | * |
| EXPERIENCE | | |
| Previous administrative experience, ideally within an Education Institution or a fast-paced environment. | * | |
| Experience of developing and maintaining data records, ideally attendance related. | * | |
| Experience of managing own time to meet tight deadlines. | * | |
| Experience of working in a multi-agency setting. | | * |
| Experience of working with students who display challenging behaviours. | | * |
| Experience of using a Management Information System/HR portal for employee/student records (such as Integris/SIMS/DES). | | * |
| Experience of minuting meetings/clerking. | | * |
| SKILLS & KNOWLEDGE | | |
| Good working knowledge and understanding of IT. | * | |
| Ability to use word-processing, spreadsheet and database software. | * | |
| Ability to prioritise, with effective decision-making skills. | * | |
| Good interpersonal and communication skills and ability to work with people at all levels. | * | |

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|--|---|----------------------------|
| <p>Ability to maintain resilience, understanding and positive thinking when working with challenging pupils.</p> <p>A clear understanding of current GDPR legislation. Knowledge of SEN sector funding/admissions/EHCP process.</p> <p>Clean driving licence.</p> | <p>*</p> | <p>*</p> <p>*</p> <p>*</p> |
| <p>QUALITIES & APTITUDE</p> <p>Ability to work as part of a team and on own initiative, liaising effectively with professional colleagues from a range of support services.</p> <p>Self-motivating, with the ability to multi-task.</p> <p>Organised, with effective planning skills.</p> <p>Ability to enthuse and motivate others.</p> <p>Empathy for young people.</p> <p>Readiness to show sensitivity and flexibility to suit the circumstances.</p> <p>A positive attitude.</p> | <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> | |

Outstanding Achievement for All