

PERSON SPECIFICATION

Job Title: Admin Co-ordinator

Specification	Essential	Desirable
Work, organisational & planning skills	<ul style="list-style-type: none"> GCSE level or equivalent of literacy and numeracy Competent IT and keyboard skills Reliable, well organised and systematic Analytical and practical approach to problem solving Ability to oversee a team of colleagues ensuring work flow and quality levels are met Able to prioritise and manage a demanding work schedule with competing priorities Ability to use initiative and discretion where appropriate Ability to learn from experience and manage change 	<ul style="list-style-type: none"> Ability to demonstrate sound and effective judgement when dealing with complex issues
Working with people	<ul style="list-style-type: none"> Excellent interpersonal skills, able to deal courteously and helpfully with colleagues, students and parents Good teamworker 	<ul style="list-style-type: none"> Experience of working effectively in a similar sized organisation Experience of managing and leading a team of staff
Communication	<ul style="list-style-type: none"> Effective oral and written communication 	
Personal Qualities	<ul style="list-style-type: none"> Able to use own initiative & work independently with minimal supervision Discretion with confidential material Keen enthusiastic approach to work 	
Experience	<ul style="list-style-type: none"> Proven ability to work effectively under pressure to meet deadlines Comfortable using computers and Information Systems as an integral part of the job with a good understanding of Microsoft office applications 	<ul style="list-style-type: none"> Previous experience of working in a school ECDL or equivalent Familiarity with the SIMS system