**Tunstall CEP School Admin Lead**

**Person Specification**

**‘A place where everyone can flourish’ (John 10:10)**

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|  | Essential | Desirable | Evidence |
| Qualifications | 5 GCSE grade C or equivalent including English and Maths.  Ability to use Excel, Word processing including excel spreadsheets. | Knowledge of database and internet systems  Full working knowledge of Arbor  Touch typing  Shorthand | Application form  Interview |
| Knowledge and Experience | Sustained significant time in an administration role with clear personal development within this time period  A knowledge and understanding of the administration requirements of a school.  Experience working in a school. | Current or previous experience in a school office | Application Form Supporting statement, Interview References |
| Skills | The ability to prioritise work within set deadlines  Effective oral/written communication skills – able to exchange complex information clearly and sensitively.  Strong organizational skills and the ability to be pro active  Good interpersonal skills and ability to build effective relationships with colleagues and external links. | Recording Minutes  Preparation of meeting documentation | Application Form Supporting statement, Interview References |
| Other Requirements | A willingness to support the distinctly Christian nature of the school.  Ability to obtain a clear DBS enhanced clearance.  Ability to adhere to the school’s policies and procedures and most importantly the equal opportunities policy, safeguarding policy and all health & safety related policies.  Ability to contribute to the life of the school. |  | Application Form Supporting statement, Interview References |
| Personal Characteristics | Approachable  Pro active  Brilliant communicator  Invested  Committed  Responsible  Reliable  Honest  Empathetic  Enthusiastic, with high expectations.  Organised  Resourceful  Compassionate  Caring  Gentle  Super sense of humour | Bring personal interests and enthusiasms to the school  community; | Application Form Supporting statement, Interview References |

Above all, you need to value each child, want the very best for them, and be prepared to put their needs first. You must recognise the importance of integrity and the requirement for 100% confidentiality at all times.