**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 systemsFull working knowledge of ArborTouch typing Shorthand | Application formInterview |
| Knowledge and Experience | Sustained significant time in an administration role with clear personal development within this time periodA 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 deadlinesEffective oral/written communication skills – able to exchange complex information clearly and sensitively.Strong organizational skills and the ability to be pro activeGood interpersonal skills and ability to build effective relationships with colleagues and external links. | Recording MinutesPreparation 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 | ApproachablePro activeBrilliant communicatorInvestedCommittedResponsibleReliableHonestEmpatheticEnthusiastic, with high expectations.OrganisedResourcefulCompassionateCaringGentleSuper sense of humour | Bring personal interests and enthusiasms to the schoolcommunity; | 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.