**Laleham Gap School Person Specification**

**Person Specification:** Thanet Inclusion Support Service Administrator

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **Criteria**  |
| **Qualifications** | * *5 GCSE’s including English and maths A-C (or equivalent)*
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| **Experience** | * *Experience of working as an Administrator including minute taking*
* *Previous experience in an education setting*
* *Experience of managing and operating administrative systems*
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| **Skills & Abilities** | * Literacy and numeracy skills.
* Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions.
* Interpersonal, organisational and administrative skills.
* Ability to develop and maintain effective computerised and manual filing systems.
* Ability to organise and prioritise workload to achieve deadlines.
* Dairy and time management skills
* Ability to investigate complex queries and anomalies when required.
* Ability to take accurate notes and minutes of meetings.
* Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the staff concerned.
* Co-ordination skills when arranging meetings and appointments and arranging client care when required
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| **Knowledge** | * Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.
* Knowledge of a range of IT systems.
* Knowledge of computerised and manual filing systems.
* Awareness of GDPR and confidentiality issues.
* Knowledge of Thanet outreach and Inclusion Services.
* Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety.
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