**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)* |
| **Experience** | * *Experience of working as an Administrator including minute taking* * *Previous experience in an education setting* * *Experience of managing and operating administrative systems* |
| **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 |
| **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. |