



KITE COLLEGE

Person Specification : **Senior Administrator**

February 2021

Experience

Working in an educational office environment	Essential
Work without direct supervision and able to develop own skills	Essential
Design, maintain and improving management systems	Essential
Education policies and procedures	Essential
Liaising with other organisations, local authorities learners and parents	Essential
Accounting experience / familiarity with School/College accounting and ESFA ILR or similar (desirable)	Essential

Skills

Problem solving/multi-tasking	Essential
Meeting deadlines	Essential
Excellent communication skills with a diverse range of people	Essential
Experience of using software programs	Essential
Good computer skills including Word, Excel, Outlook (mail merge), other databases.	Essential
IT qualifications (Word, Excel, Outlook)	Essential

Qualifications

Health and safety (CIEH or IOSH)	Desirable
Safeguarding Children and Young People in Education	Essential

Other Requirements

- Self-motivated individual
- Willing to work additional hours as required by the needs of the College
- Willingness to learn and develop personal skills and qualifications
- Working without direct supervision and managing own workload
- Commitment and loyalty to the College's vision
- Ambition and drive to help the College develop