

The Bishop of Winchester Academy

Person Specification

6th Form Administrator

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in your written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Ethos			Application – A Interview - I
Support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy.	✓		I
Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.	✓		I
In sympathy with the ethos of the academy, including a commitment to co-operation and helpfulness and a concern for the wellbeing of others	✓		I
All academy post-holders are expected to contribute to the development of young people and the community.	✓		I
Experience			
Demonstrate experience in working within administrative procedures	✓		A & I
Working in a school environment		✓	A & I
UCAS application process		✓	A
Skills, Knowledge and Abilities			
An understanding of safeguarding processes	✓		A & I
Excellent organisation and administrative skills	✓		A & I
Energetic, open-minded and flexible approach		✓	A & I
Excellent communicator	✓		A & I
Ability to recognise and appreciate the confidential nature of some work undertaken and to work to academy policies	✓		A & I
Ability to work effectively with other colleagues	✓		A & I
Ability to work independently, managing own workload and use initiative		✓	A & I
Good written and verbal communication skills	✓		A & I
Excellent interpersonal skills both in working relationships with young people and colleagues and in forming effective professional relationships with a wide range of contacts	✓		A & I
Excellent IT skills	✓		A & I
Confidence to lead, inspire and contribute own ideas and initiatives and be a visible presence in the academy		✓	A & I
Knowledge of SIMS (Management Information System)		✓	A & I
Knowledge of My Concern Safeguarding System		✓	A & I
Education, Training and Qualifications			
Willingness to participate in further training and development opportunities	✓		A
Evidence of GCSE English and maths or equivalent	✓		A
NVQ or equivalent in business administration or similar or relevant experience	✓		A
Personal and other			
Fully committed to all Academy Policies	✓		A & I
Willingness to attend relevant training	✓		A & I
Willingness to be involved in Safeguarding CPD for Academy Staff	✓		A & I
Flexibility and a readiness to undertake a wide range of tasks	✓		A & I
Ability to work outside of normal office hours on occasions		✓	A & I
A Full Driver's Licence and access to own vehicle	✓		A