

Person Specification: Programme Administrator for CTSN SCITT

Qualifications & Experience

Essential	Desirable	Notes
Studied to a minimum standard of GCSE (grade A*-C / 9-4) or equivalent, in English and Maths (certificate/s to be available at interview)	A Levels or equivalent	
Experience of working in a busy office environment	Previous experience of working in the school environment	
Previous administration experience (at least one year)		
	Role related qualifications (certificate/s to be available at interview)	
	Experience of working in a school or similar establishment	

Knowledge & Skills

Essential	Desirable	Notes
Ability to build and form good relationships with colleagues and students		
Ability to work constructively as part of a team, understanding school roles and responsibilities		
Good verbal and written communication skills		
Good standard of numeracy and literacy skills		
Ability to proficiently use office software including Word, Excel, database and internet systems		
Ability to absorb and understand a wide range of information		
Ability to maintain accurate records and filing systems		
Ability to deal with confidential data / issues appropriately		

Personal Qualities

Essential	Desirable	Notes
Initiative and ability to prioritise one's own work		
Able to follow direction and work in collaboration with Line Manager		
Able to work flexibly to meet deadlines and respond to unplanned situations		
Efficient and meticulous in organisation		
Desire to enhance and develop skills and knowledge through CPD		
Excellent attendance and punctuality record		
Commitment to the highest standards of child protection		
Commitment to the school's ethos, aims and its whole community		