

# PERSON SPECIFICATION

## IMPORTANT

### THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure.

**JOB TITLE: Administrator**

**GRADE: 3**

**JOB REF: AAAE8050**

**Ruskin Community High School**

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>	5 GCSE's or equivalent including English and Maths  3-5 years of administrative / secretarial experience	RSA2 or equivalent in typing or word processing  Working knowledge of SIMS	Application form Interview
<b>Experience</b>	Working in a confidential office environment / administration	Working in school office environment	Application Form Interview
<b>Job related Knowledge</b>	Ability to use computers. Knowledge and ability to competently use Microsoft Office including Word, Excel and Outlook.  Ability to download, format and check for accurate information to produce student data reports for parents and other administrative tasks. Knowledge of using general office equipment	Knowledge of bespoke databases i.e. SIMS	Application Form Interview

<b>Skills and Aptitudes</b>	<p>Good communicator both within the organisation and externally.</p> <p>Ability to work to tight deadlines and under pressure Excellent time management and organizational skills Team member and approachable</p>	<p>Lateral thinker / problem solver Calm approach to work and ability to meet tight deadlines during busy periods.</p>	<p>Application Form Interview</p>
<b>Other requirements</b>	<p>Self-motivated</p> <p>Discretion in accessing data and confidentiality Ability to work as a team and independently as required Committed to Safeguarding</p>	<p>An understanding of a school environment</p>	<p>Interview</p>

Cheshire East Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.