

Sixth Form Administrator – Person Specification

General heading	Detail		Essential	Desirable
Qualifications & Experience		5 GCSE's including English and Maths Undergraduate Degree (any discipline) Mental Health First Aid	✓	✓ ✓
	Technology	Knowledge of basic ICT to support learning.	✓	
	Written	Ability to write basic reports.	✓	
	Verbal	Ability to use clear language to communicate information unambiguously. Ability to listen effectively.	✓	
	Languages	Overcome communication barriers with children and adults. Experience of working in a secondary school setting	✓ ✓	
Communication	Negotiating	Consult with children and their families and carers and other adults.	✓	
	Behaviour Management	Understand and implement the Academy's behaviour management policy.	✓	
	SEN	Ability to understand and support children with developmental difficulty or disability.	✓	
	Curriculum	Good understanding of the school curriculum. Knowledge of literacy/numeracy strategies.	✓	

Working with children	Child Development	Good understanding of the general aspect of child development. Ability to assess progress and performance.	✓	
	Health & Well being	Understand and support the importance of physical and emotional wellbeing.	✓	
	Working with partners	Understand the role of others working in and with the school. Understand and value the role of parents and carers in supporting children.	✓	
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Working with others	Team work	Ability to work effectively with a range of adults. Liaise with the appropriate staff from the other schools regarding pupil behaviour, safety, well-being, and progress.	✓	
	Information	Know when, how and with whom to share information. Ability to follow instructions accurately.	✓	
	Organisational skills	Good organisational skills. Ability to remain calm under pressure.	✓	
	Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom.	✓	
Responsibilities	Time Management	Ability to manage own time effectively.	✓	

	Creativity	Demonstrate creativity and an ability to resolve routine problems independently.	✓	
	Equalities	Awareness of and commitment to equality.	✓	
	Health & Safety	Basic understanding of Health & Safety.	✓	
General	Child Protection	Understand and implement child protection procedures.	✓	
	Confidentiality/ Data Protection	Understand procedures and legislation relating to confidentiality	✓	
	CPD	Be prepared to develop and learn in the role.		
		An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016.	✓	