Eggbuckland Community College

PERSON SPECIFICATION

POST: Apprentice 6th form / Careers Support Administrator

GRADE: B

	Essential	Desirable
EXPERIENCE AND JOB KNOWLEDGE	Previous secretarial or administrative experience.	An understanding of the learning environment in which schools operate, including curriculum planning and delivery.
JOB RELATED ABILITIES	Excellent communication (including written and verbal) skills. Excellent team-working and interpersonal skills. The ability to work independently and on one's own initiative. Discretion – confidentiality in all aspects of this post is essential. The ability to foster good relationships with, and gain the confidence of, young people, parents and staff members. The ability to be self-managing and to prioritise workloads effectively. Excellent ICT skills and an experienced user of Word and Excel.	Experience of using SIMS student database, or other databases. Qualified First Aider
QUALIFICATIONS	Grade A* - C or 4 - 9 in GCSE (or equivalent) in English and Maths	RSA II or equivalent in word and data processing.

Eggbuckland Community College is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The sites are not accessible in all areas to all disabled people, but reasonable adjustments will be considered.

SPP May22