

The Sele School

Person Specification – Cover / SLT Support Administrator

ESSENTIAL	DESIRABLE	How Assessed	
		Application Form	Interview
Qualification and Training <ul style="list-style-type: none"> GCSE as a minimum - grade C or above in Maths and English 		✓	
Experience The post holder will have experience of: <ul style="list-style-type: none"> Excellent administration skills Excellent communication skills 	<ul style="list-style-type: none"> Experience of working in a school environment Experience of working with young people 	✓	✓
Knowledge The post holder will demonstrate the following knowledge: <ul style="list-style-type: none"> Fully Competent ICT skills – Word, PowerPoint, Excel, Microsoft Outlook 	<ul style="list-style-type: none"> Knowledge or understanding of secondary school procedures. Knowledge of Arbor 		
Skills and Abilities <ul style="list-style-type: none"> Ability to work independently showing initiative Ability to work as a member of a collaborative team Good interpersonal skills with the ability to communicate effectively at all levels Capacity to remain calm and to cope under pressure and with the unexpected 		✓	✓
Other Requirements <ul style="list-style-type: none"> Be discrete and committed to the school. Ensure confidentiality Have a positive approach to the workplace Understanding the needs of children Good sense of humor 			✓