

### ADMINISTRATOR (Reprographics)

|                       | ESSENTIAL  | DESIRABLE   |
|-----------------------|--|---|
| <b>QUALIFICATIONS</b> | <ul style="list-style-type: none"> <li>• 5 or more C+ at GCSE/O level or equivalent</li> <li>• A high level of literacy and numeracy</li> </ul>  | <ul style="list-style-type: none"> <li>• Education to A level standard</li> </ul>   |
| <b>EXPERIENCE</b>     | <ul style="list-style-type: none"> <li>• Experience of using a variety of ICT programmes including MS Office.</li> <li>• Experience of working with members of the public.</li> </ul>  | <ul style="list-style-type: none"> <li>• Experienced in maintaining a school's information system preferably with a working knowledge of SIMS.</li> <li>• Experience of working with students across the secondary age and ability range</li> </ul> |
| <b>SKILLS</b>         | <ul style="list-style-type: none"> <li>• Able to use Excel to an advanced level</li> <li>• Able to work as a member of a team.</li> <li>• Able to build positive relationships with students, colleagues and parents with a high level of professionalism</li> <li>• Able to produce accurate and well presented documents</li> <li>• Highly organised, methodical, able to work accurately, able to prioritise in order to manage workload and meet deadlines.</li> <li>• Able to coordinate and make decisions about the best way to approach a task and suggest procedural changes.</li> <li>• Ability to communicate effectively with a wide range of people both orally, over the phone, in writing and public presentation</li> <li>• Proactive, positive and solution-focused, able to self-manage</li> </ul> | <ul style="list-style-type: none"> <li>• Evidence of creativity and innovation in your own practice</li> </ul>  |
| <b>QUALITIES</b>      | <ul style="list-style-type: none"> <li>• Has high expectations of self and others</li> <li>• Reliable, punctual and responsible</li> <li>• Puts a high value on treating others with respect and courtesy – employs tact and diplomacy in demanding situations</li> <li>• Highly professional appearance and manner</li> <li>• Friendly and out-going</li> <li>• Hard-working, imaginative and creative</li> <li>• Flexible, able to adapt to changes in working practice and/or environment</li> <li>• A willingness to do what is needed to get the job done and be able to work under pressure</li> <li>• Be able to maintain confidentiality.</li> <li>• A willing contributor to the development of the school.</li> </ul>  | <ul style="list-style-type: none"> <li>• Ambitious, willing to take on additional responsibility in order to further career</li> <li>• A willingness to take part in whole school events and activities</li> </ul>                                  |