

Person Specification

Job Title:	Department:
Personal Development Administrator	Support Staff

Feature Sought	Essential Requirement	Desirable Requirement	Assessment Method
Qualifications	Academic qualifications to GCSE level and above	Qualifications at A Level or equivalent	Certificates
Experience	Administration role Following policies and procedures Maintaining systems and processes	Role in liaising with internal colleagues and external stakeholders, supporting event organisation Experience working with young people in an education setting	Questioning and references
Knowledge & skills	High level communication skills – able to deal with staff, students and external agencies Excellent IT skills – particularly Word, Excel, Outlook Strong administration and record keeping skills Able to prioritise tasks and meet deadlines Accurate Able to use initiative	Good at networking Knowledge of safeguarding	Certificates Questioning and test
Personal Qualities	Organised Confident Flexible Team player Willing to learn new internal systems	Collaborative Calm under pressure	Questioning Previous work and scenarios
Motivation & Expectations	Customer service Task orientated Positive approach to problem solving		Questioning and references