PERSON SPECIFICATION

JOB TITLE: 6th Form Administrator/Support   **GRADE: 4**

SCHOOL: ELLESMERE PORT CATHOLIC HIGH SCHOOL   **JOB REF: AAAE5230**

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	Good level of general education. Minimum GCSE maths and English grade C or above, or equivalent.		Application
Experience	Administration Experience. Experienced user of ICT including MS Excel and Word and excel. Experience of working with young people.	Experience of working in a school environment.	Application Interview
Job Related Knowledge and skills	A confident manner with the ability to promote positive relationships with young people. Ability to use own initiative.	Working knowledge of MIS systems Knowledge of UCAS system	Application Interview
Personal Aptitudes	Excellent communicator. Energy and enthusiasm. Organised and methodical. Ability to prioritise and multi-task. Accuracy and attention to detail. Ability to work under pressure. Ability to work as part of a team and build positive relationships. Flexible approach to work. Highly motivated with the ability to meet deadlines. A genuine interest in seeing young people succeed.		Application Interview References
Other Requirements	Commitment to safeguarding and promoting the welfare of children and young people. A commitment to develop own professional development.		Application form

Cheshire West & Chester Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.