

Person Specification

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| Post  | Administrator to the Principalship Team |  | Dept | Principalship Team |
| Grade | Admin & Support |  | Ref No | 101-22 |

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| Education / Training | Criteria Essential (E)Desirable (D) | Measured ByInterview (I)Application (AF)Assessment Ctre (AC)Presentation (P) |
| * GCSE in English and Maths (Grade A – C) or equivalent.
* NVQ level 2 or equivalent in Business Administration or a willingness to work towards
 | EE | AF/IAF/I |
| Relevant Experience |  |  |
| * Experience of working in a busy office environment.
* Experience of setting up systems and keeping electronic and manual records.
* Experience of working in team environment.
* Experience of working within a customer service function.
* Experience of inputting data and information.
* Experience of using a range of computer packages including word, excel, database, email and internet.
 | EEEEEE | AF/IAF/IAF/IAF/IAF/IAF/I |
| Relevant Knowledge/ Skills & Aptitudes |  |  |
| * Excellent interpersonal and communication skills – to work with a variety of people at all levels e.g. empathy, listening skills.
* Good organisational and administrative skills and ability to manage own workload.
* Ability to collect and collate statistical and qualitative data.
* Good attention to detail.
* Ability to work on own initiative and be self-motivating.
* Ability to prioritise workload.
* Ability to work effectively within a team.
* Ability to maintain confidentiality and be discreet.
* Ability to input data accurately and in a timely manner.
* Experience of working in an education environment.
 | EEEEEEEEED | AF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/I |
| Special Requirements | Criteria | Measured By |
| * Be punctual and reliable.
* Demonstrate a professional but friendly manner.
* The successful post holder would be expected to have a flexible approach to their work.
* The successful applicant will need to have a DBS check to work in the College environment.

* Must be willing to undertake appropriate training and development in order to meet the requirements of the college.
* Awareness of health and safety requirements.
* Commitment to the principles of valuing diversity and equal opportunities.

* Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
* The post holder may be required to travel to other Bolton College sites / venues in the undertaking on their duties.
* Some flexibility maybe required with regards to hours of work – advance notification will be given.
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