

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 By  Interview (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 | E  E | AF/I  AF/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. | E  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/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. | E  E  E  E  E  E  E  E  E  D | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/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. | E  E  E  E  E  E  E  E  E  E | AF/I  I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |