



THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE

Person Specification Student Services Administrator

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none"> GCSE level C+/4+ or equivalent in literacy and numeracy. Demonstrable work experience in a general office environment including working within administrative procedures. Demonstrable experience of using Microsoft Office, including Word, Excel, databases and IT packages. First Aid at Work qualification or willingness to be trained. 	<ul style="list-style-type: none"> Further formal professional development 	Application form
Skills & Knowledge	<ul style="list-style-type: none"> Able to follow and work within procedures and guidelines. Able to deal helpfully, politely and tactfully with colleagues, parents, pupils and senior management. Able to check information and maintain accurate records. Able to use initiative within defined procedures. Able to manage own workload and meet deadlines, which may at times be competing. 		Letter, references & selection process
Personal qualities and skills	<ul style="list-style-type: none"> Enthusiastic, sensitive, flexible, hard working with a sense of humour and ability to remain calm. High level skills of communication, time management and prioritisation. Excellent interpersonal skills and organisational skills. Ability to support and challenge. Ability to inspire, motivate and influence others. 	<ul style="list-style-type: none"> Ability to ask for help if required Concern for the welfare of the school community 	Letter, references & selection process
Special Requirements	<ul style="list-style-type: none"> Excellent punctuality and attendance record 		References & selection process