

Person Specification

Role	Administrator	Last Reviewed	April 2024
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Importance of a Person Specification

When shortlisting, the below criteria will be assessed as either *Essential (E)* or *Desirable (D)*. These criteria are reviewed throughout the selection process and will be considered if there is evidence in your *Application Form (AF)*, your *Supporting Statement (SS)* or if we further our criteria seeking at the *interview stage (I)*. Your application form therefore needs to identify and provide some examples of how and why you feel you can demonstrate some or all of the criteria below.

JE	Criteria	Essential / Desirable	How Assessed
	Personal Qualities		
II2	Ability to organise your workload and prioritise accordingly	E	AF/SS/I
IC2	Good interpersonal skills	E	AF/I
	Ability to work as part of a team and on your own	E	AF
MC2	The ability to multi-task and have a flexible approach to the working day	E	I
MC3	A 'can do' approach, seeking continuous improvement	E	SS/I
	Knowledge & Skills		
AS2	Basic analytical skills and the ability to identify problems	E	AF/SS/I
MC3	Good ability to maintain enhanced mental attention for large periods of time	E	AF/SS
IC2	Ability in writing simple communications	E	AF/SS
K3	Ability to apply complex knowledge of procedures and systems and the operation of equipment to perform tasks	E	AF/SS
K3	Good literacy and numeracy skills required	E	AF/SS
	Technical		
	Ability to use ICT systems effectively, including Excel and Word	E	AF/SS/I
	Excellent Communication Skills	E	AF/SS/I
	Experience		
RF2	Previous administration experience	D	AF/SS
MC3	Accurate data entry skills and an attention to detail	E	AF/ SS / I
RPh3	Ability to demonstrate high levels of confidentiality and accuracy	E	AF/SS/I

	Working in an educational environment SIMS experience	D	AF
	Qualifications		
	5 A*-C Grades GCSE including English and Math's	E	AF
	Higher education or significant training and qualification	D	AF/SS/I
	Service		
	A commitment to working for the benefit of others	E	SS / I
	A commitment to working within the expectation outlined in the Catholic purpose of all job descriptions	E	SS / I