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| **Ernest Bevin College****Person Specification** EBC_Badge_Col |
| **Title:** Administrative and Business Management Assistant |  |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | * Good standard of education, (GCSE grade C

 and above) including English & Mathematics * Degree or Level 3 Finance/HR Qualification
 | * Experience of using SIMS or a similar school Management Information System
* Ability to speak a community language used by parents and pupils (No additional payment)
* Experience of using FMS
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| **EXPERIENCE** | * Experience of working in a busy and dynamic environment
 | * Experience of working in a school and with young people
* Experience of working within a Human Resources or Financial role
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| **SKILLS** | * Ability to work flexibly to meet deadlines and respond to unplanned situations
* Ability to work constructively as part of a team
* Able to be positive and enthusiastic and sympathetic to the needs of others
* To have a positive attitude to personal development and training
* Ability to meet deadlines and use initiative
* Able to communicate clearly and excellent interpersonal skills with adults and young people
* Highly organised with good attention to detail
* Excellent ICT and administration skills
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| **PERSONAL QUALITIES AND CHARACTERISTICS**  | * Suitable to work with children
* Excellent communication skills, both oral and written
* Resilience and Stamina when faced with busy and demanding situations
* Confidence to hold firm with parents, staff and students when challenged in order to maintain school standards
* The drive to help ensure EBC is the best education provider in the area
* Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents. staff and outside agencies
* Commitment to the promotion of equality of opportunity
* An excellent professional role model (e.g. maintaining an excellent personal attendance & punctuality record)
* Loyalty to the College
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**December 2020**