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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 |
| **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 |
| **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 | |  |
| **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 | |  |

**December 2020**