Hasmonean Multi-Academy Trust

**Person Specification- Sixth Form Administrator with Pastoral Support across the Boys’ School**

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| **Criterion** | **Essential** | **Desirable** |
| **Professional Qualifications** |  | * Experience of working in a secondary school environment
* Qualification in basic office computer skills
* Degree or professional qualification
* Evidence of continuing professional development
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| **Skills and Attributes** | * High expectations of students and colleagues
* Self-motivated and shows initiative
* Authoritative
* Enthusiastic with ability to inspire trust and confidence
* Organised, and able to work calmly and effectively
* Good problem solving skills
* Sensitivity to the school ethos
* Willingness to seek advice and support when necessary
* Approachable
* Flexible, energetic, determined
* Ability to foster mutual respect in students and adults
* Can motivate and encourage others
* Very strong verbal and written communication skills
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| **Knowledge and** **understanding**  | * A good understanding of effective strategies to promote student progress, safety and welfare
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| **Accountability** | * Ability to build and maintain effective links with stakeholders
* Ability to engage with parents in the education of their children
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|  **Working with others**  | * Ability to work collaboratively and effectively with others
* Effective monitoring and management of student behaviour
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| **Working with ICT** | * Ability to use a range of technologies to manage day-to- day work and to promote effective care of the students
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