

PERSON SPECIFICATION



Careers and Transition Administrator

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications	<ul style="list-style-type: none"> • 5 GCSE's (A*- C) including Maths and English • Level 2 qualification in appropriate subject • Willingness and ability to obtain and / or enhance qualifications and training for development in the post 		A, I
Work experience and desired vocational training	<ul style="list-style-type: none"> • Experience of working in an administrative role 	<ul style="list-style-type: none"> • Experience of working in a special school / academy environment • Experience of Work Experience / Placement administration • Experience of supplying accurate information for internal and external audiences 	A, I, R,
Job related personal skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Excellent listening skills • Excellent interpersonal skills • Ability to build relationships with third parties for work placements • Ability to respect and maintain confidentiality • Good working knowledge of standard computer packages e.g. Work and Excel • Integrity and sound professional judgement • Ability work on own and as part of a team • Ability to work under pressure • Have excellent organisational skills • Efficiently follow administrative procedures 	<ul style="list-style-type: none"> • Numeracy skills • Excellent time management 	A, I

PERSON SPECIFICATION

Careers and Transition Administrator



	<p>and processes</p> <ul style="list-style-type: none">• Flexible approach• Positive under pressure• Learns and adapts to new approaches• Good communication with pupils, staff and parents• Ability to deal in a professional manner with all internal and external contacts		
--	---	--	--

Method of Assessment: (A) application form, (I) interview, (R) references