PERSON SPECIFICATION

Severndale Specialist Academy

Careers and Transition Administrator

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications	• 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	• Experience of working in an administrative role	• 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	• 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	• Numeracy skills • Excellent time management	A, I

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Careers and Transition Administrator

	and processes • 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