

Job Title: Administrative Team Leader

Grade / Salary: PO2 (Point 35-38)

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The following is a summary of the main attributes sought in candidates for the above post. It is recognised that no candidate will match the list perfectly, but the successful candidate will be able to demonstrate a good spread of attributes at a satisfactory level, across the range as a whole.

### Experience

- Working with pupils of relevant age
- Several years' experience working in office environment at a senior level

### Qualifications

- NVQ4 or equivalent qualification or experience in relevant discipline
- Excellent numeracy / literacy skills

### Knowledge & Skills

- Effective use of specialist ICT packages
- Use of specialist equipment / resources
- Full working knowledge of and ability to support the development of relevant policies / codes of practice / legislation
- Ability to organise, lead and motivate other staff
- Ability to plan and develop systems
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Understanding of Equal Opportunities and the Equalities Act
- Ability to manage the performance of others, identify areas for development and training needs

### Personal Qualities

- Energy, enthusiasm and resourcefulness
- Sense of humour and perspective
- Excellent record of health, attendance and stamina
- Good communication and listening skills
- Ability to liaise with students and staff
- Excellent time management skills and capable of working with the minimum of supervision
- Someone who enjoys working as part of a team in a busy school community
- A self-starter who is capable of working with minimum supervision
- High accuracy and attention to detail

- Understanding of and commitment to equal opportunities and safeguarding children
- Ability to work in a sensitive environment, maintaining high levels of confidentiality

**Curriculum**

- Experience working with students from diverse backgrounds
- To be willing to work with staff in developing resources for individual needs
- To run activities out of lesson time

**Students**

- Enrich the learning environment and promote high standards of attainment for students
- Sensitivity to the needs of individual students and experience in pastoral care
- Approachable by students, parents / carers and staff

**Community**

- Having an understanding of multi-cultural communities
- Experience of working sensitively with the parent / carer community

April 2018

Signed: .....

Dated: .....