



PERSON SPECIFICATION

PROGRESSION GUIDANCE ADMINISTRATOR

3 Days per Week (Term-time only)

As well as meeting the criteria listed below, the successful candidate will have provided a strong supporting statement explaining their reasons for applying for the post, matching their experience and skills to the responsibilities identified in the Job Description and the requirements in the Person Specification.

ESSENTIAL

The successful candidate will:

Experience and Skills

- Be able to demonstrate and provide evidence of strong communication and interpersonal skills; able to work collaboratively with staff and assist both staff and students.
- Possess good IT skills, with experience in a variety of Microsoft packages such as Outlook, Word, and Excel, and the willingness and ability to learn new systems.
- Be an experienced administrator with the ability to organise and manage their time effectively, alongside having excellent attention to detail.
- Be able to work in a busy environment under time pressure.
- Be able to establish positive working relationships with the whole college community, including parents/carers and other college stakeholders.
- Be versatile and have the ability to take the initiative when necessary.

Professional qualities

- Have a good standard level of education.
- Have the ability to work effectively as part of a team as well as individually.
- Be pro-active, self-motivated and able to multi task.
- Be well organised and able to prioritise.
- Be prepared to be flexible.
- Be committed to personal development and training.
- Have a professional regard for the ethos, policies and practices of the college.
- Have a sense of humour.

DESIRABLE

The successful candidate may:

- Have experience working in a school or college in a similar or related role.
- Have an awareness of university admission processes and UCAS.
- Have an awareness of and interest in supporting the needs of young people in the 16-19 age range, and an ability to form good relationships with them.