



PERSON SPECIFICATION
ADMINISTRATION CO-ORDINATOR

Category	Essential	Desirable
QUALIFICATIONS		
GCSE English and Maths Grade C or above (or equivalent)	*	
Evidence of continued professional development.	*	
Administrative/PA related qualifications.		*
Safer Recruitment Trained.		*
EXPERIENCE		
Previous administrative experience, ideally within an Education Institution or a fast-paced environment.	*	
Experience of developing and maintaining data records, ideally attendance related.	*	
Experience of managing own time to meet tight deadlines.	*	
Experience of working in a multi-agency setting.		*
Experience of working with students who display challenging behaviours.		*
Experience of using a Management Information System/HR portal for employee/student records (such as Integris/SIMS/DES).		*
Experience of minuting meetings/clerking.		*
SKILLS & KNOWLEDGE		
Good working knowledge and understanding of IT.	*	
Ability to use word-processing, spreadsheet and database software.	*	
Ability to prioritise, with effective decision-making skills.	*	
Good interpersonal and communication skills and ability to work with people at all levels.	*	

Longspee Secondary

Leigh Bailey-Pearce, Principal
Matt Britt, Chief Education Officer
Fay MacRitchie, Chief Executive Officer

01202 283 744

www.longspee-academy.co.uk

longspeesecondary@la.weareauthentic.education

Ensburry Avenue, Bournemouth, Dorset, BH10 4HG



<p>Ability to maintain resilience, understanding and positive thinking when working with challenging pupils.</p> <p>A clear understanding of current GDPR legislation.</p> <p>Knowledge of SEN sector funding/admissions/EHCP process.</p> <p>Clean driving licence.</p>	*	<p>*</p> <p>*</p> <p>*</p>
<p>QUALITIES & APTITUDE</p> <p>Ability to work as part of a team and on own initiative, liaising effectively with professional colleagues from a range of support services.</p> <p>Self-motivating, with the ability to multi-task.</p> <p>Organised, with effective planning skills.</p> <p>Ability to enthuse and motivate others.</p> <p>Empathy for young people.</p> <p>Readiness to show sensitivity and flexibility to suit the circumstances.</p> <p>A positive attitude.</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	

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