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|  | **Essential** | **Desirable** |
| **Qualifications/Training** | * A good standard of education including English and Maths | * 5 or more GCSEs at grade C or above, including English and Maths (or equivalent) * Experience of working in an educational environment * An understanding of safeguarding and child protection issues |
| **Experience** | * Evidence of experience in a similar, office or administration management role * Experience of working to deadlines and providing administration systems * Experience of using databases, spreadsheets, word processing and a range of other IT packages * An excellent attention to detail | * Knowledge & experience of working with Office 365, online forms and Teams * Experience working in a post-16 education setting |
| **Skills/ Knowledge** | * Innovative approaches to developing administration systems and procedures * Understanding of filing, storage and archive systems and procedures * Ability to prioritise work and to manage work to meet tight deadlines. * Well developed time management, planning and organisational skills * Ability to work independently and as part of a team * Effective review and evaluation procedures * Ability to communicate and negotiate effectively through highly developed inter-personal, written, oral and presentation skills * Adaptable to changing circumstances/ideas |  |
| **Personal Skills** | * Ability to inspire confidence in students, parents and staff * An enjoyment of working with young people and an empathy for their needs and concerns * An interest in and an affinity with young people * Have a sense of humour and be approachable, accommodating and patient * Be resilient, forward-thinking and proactive * Be professional in appearance, conduct and time-keeping * Ability to work both on your own initiative and as part of the wider college team * Be able to organise and plan your own workload whilst remaining flexible in your response to the College’s changing needs * Ability to work in a creative way, showing flexibility in unplanned situations * Encourage an atmosphere of mutual respect when dealing with students, staff and parents * Have excellent inter-personal and communication skills * Commitment to on-going professional learning and development * Commitment to professionalism, objectivity, sharing, teamwork and collaboration * Must accept and actively support the College’s values including equality and diversity and consistently represent the College brand to a wider audience | |

CAPA College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  All employees are subject to an enhanced DBS prior to taking up appointment with CAPA College.