

**URSULINE SCHOOL**
**TEACH WIMBLEDON ITT ADMINISTRATOR**
**PERSON SPECIFICATION**

**Post Title:** Teach Wimbledon ITT Administrator

**Grade:** ME12 Point 30-33 £ 38,607 £ 41,793

**Date:** May 2023

**Person Specification**

The person appointed should be accurate, well organised and possess very good communication skills. (S)he must possess initiative and be willing to work as part of a small dedicated team. (S)he will have excellent typing skills and excellent knowledge of Word for Windows and Excel. This is an extremely busy position and the ability to work under pressure and to deadlines is imperative including the need to prioritise tasks. First impressions of the school are crucial and as such (s)he must always present himself/herself in a professional manner. The person appointed will need to be energetic and enthusiastic. The need for confidentiality is paramount in this position.

**Experience**
**Essential/Desirable**

- Experience of management and operation of administrative systems **Essential**
- **Experience** of recruitment and marketing **Desirable**

**Qualifications/Training**

- Degree qualification **Essential**

**Knowledge/Skills/ Personal Attributes/ Values**
**Knowledge**

Full working knowledge of relevant policies/ codes of practice and awareness of relevant legislation including Keeping Children Safe in Schools, Getting into Teaching. **Desirable**

Effective understanding of apply procedures and recruiting processes for ITT. **Desirable**

Clear understanding of School Direct training programmes. **Desirable**

Clear understanding of the education system across primary and secondary

School. **Desirable**

### **Skills**

Ability to learn different ICT system.	<b>Essential</b>
Effective ability to use ICT programmes including Website, Publisher, Abyasa, University SharePoint.	<b>Desirable</b>
Effective understanding of processing applications.	<b>Desirable</b>
Outstanding organisational skills.	<b>Essential</b>
Written English is accurate.	<b>Essential</b>
Ability to self-evaluate learning needs and actively seek learning opportunities.	<b>Essential</b>
Excellent ICT skills and ability to use excel spreadsheets.	<b>Essential</b>

### **Personal Attributes**

Enthusiasm.	<b>Essential</b>
Interest in teacher training.	<b>Essential</b>
Reliable.	<b>Essential</b>
Well organised.	<b>Essential</b>
Ability to prioritise.	<b>Essential</b>
Communicate effectively and confidently with different groups of people across different organisations in schools and universities.	<b>Desirable</b>
Work constructively as part of a team, understanding school roles and responsibilities and your position within these.	<b>Desirable</b>
Flexibility during certain times of the year.	<b>Essential</b>

### **Values**

Commitment to Teach Wimbledon ethos.	<b>Essential</b>
Commitment to equal opportunities to ensure diversity, division and inclusion.	<b>Essential</b>

**Full Training on Management Information Systems will be given on induction.**