

Chepping View Primary Academy SCITT

Cressex Road, High Wycombe, Bucks HP12 4PR

CEO and Accounting Officer: Mr J Mason

SCITT Leader and Programme Manager: Mrs H Rouse



Tel.: 01494 535564

Web: www.cheppingviewscitt.com

"Everybody Matters at Chepping View"

SCITT Administrator Personal Specification

<u>Essential Criteria</u>	<u>Desirable Criteria</u>
<p>Qualifications</p> <ul style="list-style-type: none"> Relevant training will be provided 	<p>Qualifications</p> <ul style="list-style-type: none"> GCSE grade C or above (or equivalent) in English and Maths
<p>SKILLS</p> <ul style="list-style-type: none"> Ability to manage own time effectively Ability to work professionally with other stakeholders and external agencies Good communication skills, both written and verbal Able to handle difficult situations calmly and professionally Excellent record keeping IT literate – Email, Word, Excel and Management Information Systems. 	<ul style="list-style-type: none"> Knowledge of HR administration
<p>KNOWLEDGE & UNDERSTANDING</p> <ul style="list-style-type: none"> Experience of working in recruitment and/or administration High standard of administrative skills 	<ul style="list-style-type: none"> Experience of working within a school environment
<p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> Ambition to further develop professional development and skills Friendly, open, polite and approachable Energetic and enthusiastic attitude to work Ability to remain calm and be effective under pressure of deadlines and varying priorities Attention to detail and willingness to follow complex/routine tasks through to completion Willing to use initiative and work unsupervised when necessary Able and keen to learn new tasks and skills quickly An understanding of the importance of confidentiality 	



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