|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Person specification form** | | | | |
| **Job title:** Administrative Coordinator | | **Grade:** 5 Scale 7 | | |
| **Directorate:** The Coastal Collective | | **Post number:** | | |
| **Establishment or team:** LSFT CIO | | | | |
| **Requirements**  **(based on the job description)** | | | **Essential (E)**  **or**  **desirable (D)** | **To be identified by: application form (AF),**  **interview (I),**  **test (T), or**  **other (give details)** |
| **Qualifications** | | |  |  |
| NVQ level 3 qualification (or equivalent) appropriate to the post | | | E | AF |
| - In exceptional circumstances, where candidates have significant relevant experience, qualifications may be viewed as desirable. | | |  |  |
|  | | |  |  |
| GCSE English and Maths or equivalent | | | E | AF T |
| **Experience** | | |  |  |
| Experience of working with children and their families | | | E | AF/I |
| Experience of working in a primary aged educational setting | | | D | AF/I |
| Experience of admin. and maintaining accurate pupil/family records | | | D | I/T |
| Experience of payroll procedures and processes | | | E | I/T |
| Experience of coordinating services | | | D | AF/I |
|  | | |  |  |
| Experience of working with multi-agency staff | | | D | AF/I |
| Experience of working as a lead professional | | | D | AF/I |
| **Knowledge, skills and abilities** | | |  |  |
| A proven ability to work directly with children and families | | | D | AF/I |
| Ability to work as part of a team and show initiative | | | E | I |
| Effective communication skills both oral and written | | | E | I |
| Ability to relate well to parents/carers | | | E | AF/I |
| Ability to prioritise and manage workload under pressure | | | E | I/T |
| Organisational skills | | | E | I/T |
| Knowledge of the concept of confidentiality | | | E | I |
| Administrative skills | | | E | I |
| Knowledge of safeguarding requirements in schools | | | E | AF/I |
| Knowledge of EHA process and Early help Support Services | | | D | AF/I |
| Ability to make effective use of ICT | | | E | I |
| Flexible and dedicated approach to work | | | E | I |
| **Personal skills and attributes**  Resilience  Confidence and enthusiasm  A positive attitude to work and life  Calm approach  Effective oral communication and inter-personal skills | | | E  E  E  E  E | I  I  I  I  I |
| **Other** (including special requirements) | | |  |  |
| Commitment to safeguarding and protecting the welfare of children and young people | | | E | I |
| Commitment to equality and diversity | | | E | I |
| Commitment to health and safety | | | E | I |
| Commitment to attendance at work | | | E | I |
| Commitment to undertake in–service development | | | E | I |
| **Prepared by:** |  | | **Date:** |  |
| **Note: We will always consider your references before confirming a job offer in writing**. | | | | |