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| **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 enthusiasmA positive attitude to work and lifeCalm approachEffective oral communication and inter-personal skills | EEEEE | IIIII |
| **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**. |