

BRISTOL CITY COUNCIL

PERSON SPECIFICATION

Job title:	Administrator
Bristol grade:	BG5
Managed by:	Bursar
Responsible for:	No direct reports
Directorate:	CYPS
Service area:	Education

Preferred assessment method	
A	Application
AC	Assessment centre
I	Interview
PA	Practical assessment
P	Presentation
T	Test

The table below sets out the essential and desirable knowledge skills and aptitude required to do this role.

Essential (MUST HAVE) = minimum skills, qualifications, knowledge and experience required to perform in the role

Desirable (COULD HAVE) = skills, qualifications, knowledge and experience required that will help the jobholder to perform in the role

Requirement – ESSENTIAL	Method
Knowledge & Experience Competence in accurate English and Mathematics, shown by capability to achieve Maths and English at GCSE grade C equivalent or equivalent qualification.	A,I
Administration qualification at level 2 or a willingness to attend and gain this qualification and or an equivalent.	A,I
At least 1 year experience of working in an administrative capacity	A,I
Sound IT skills and knowledge of Microsoft office applications or equivalent including the following: email (outlook or equivalent), word processing (word or equivalent), spreadsheets (excel or equivalent) using the internet (internet explorer or equivalent).	A,I,PA
Experience of maintaining and manipulating computerised and/or paper based data/information.	A,I

Able to demonstrate knowledge and/or experience of equalities and diversity issues.	A,I
Abilities & Aptitudes	
Ability to organise, prioritise tasks and manage time effectively to ensure work objectives and deadlines are met.	A,I
Use accurate spoken and written English skills to communicate with adults and children in an appropriate manner	A,I
Ability to file and retrieve information accurately	A,I
Willingness to learn new applications and technology as appropriate.	A,I
Ability and willingness to work both independently and co-operatively as part of a team.	A,I
Ability to handle both written and verbal communication securely and confidentially	A,I
Ability to converse with parents/visitors and provide information in accurate spoken English, or through an interpreter.	A,I

Requirement – DESIRABLE	Method
Experience of any of the following: ordering goods and supplies/invoices, sickness/absence records and databases	A,I
Knowledge of school administration systems including SIMS, RM Integrus.	A,I
Experience of working in a service orientated environment	A,I
Knowledge and experience of maintaining websites and/or social media platforms	A,I