



Person Specification: Timetable, Cover and Census Manager

CRITERIA		E/D	Where Measured
Knowledge	Excellent working knowledge of Microsoft Office packages	E	A/I/T
	Good knowledge of effective office systems and office management systems	E	
	Knowledge and understanding of Data Protection and Security.	E	
	SIMS	D	
Skills	Be able to demonstrate or have the ability to:	E	A/I/T
	Excellent ICT skills	E	
	Excellent numeracy, literacy, communication and interpersonal skills	E	
	Excellent administrative, technical and organisational skills with meticulous attention to detail	E	
	Work constructively as part of a team or as an individual	E	
	Maintain confidentiality.	E	
	Manage own workload.	E	
Experience	Experience of operating/maintaining Management Information Systems.	E	A/I
	Experience of working in a busy and pressurised environment.	E	
	Successful experience of dealing with a range of complex office tasks.	E	
	Experience of working in a similar environment	D	
	Experience of dealing with external agencies	D	
Qualifications	Educated to GCSE standard	E	A
	Relevant qualification (minimum Level 3)	E	
Other circumstances	Willingness to keep up to date with relevant policies, practices and legislation in line with the duties contained in the job description	E	A/I
	Willingness to undertake relevant training	E	
	Willingness to share expertise with other staff	E	
	A commitment to the safeguarding and welfare of children	E	
	An ability to fulfil all spoken aspects of the role with confidence through the medium of English	E	I

E = Essential, D = Desirable

Criteria measured: AF = Application Form, I = Interview, Task = T