



PERSON SPECIFICATION

JOB TITLE	Sixth Form Administrator	
DEPARTMENT/SECTION	Sixth Form	
LINE MANAGER	Head of Sixth Form	
RESPONSIBLE TO	Bursar	
SAFEGUARDING:		
<i>Forest School is committed to safeguarding and promoting the welfare of children.</i>		
The postholder will be required to;		
<ul style="list-style-type: none"> • Complete an Enhanced Disclosure and Barring Check (DBS). • Complete Child Protection Training. • Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact. 		
CRITERIA	ESSENTIAL	DESIRABLE
A strong administrator with a keen attention to detail	√	
Up-to-date knowledge of school systems and their practical application	√	
IT literate, particularly MS Office	√	
EXPERIENCE		
Sixth Form experience		√
Experience of working within a School or Educational setting	√	
Awareness of safeguarding requirements and good practice within an educational environment		√
COMPETENCIES		
Ability to build strong, professional relationships with Sixth Formers	√	
Excellent people skills, high confidence and an ability to build strong rapport with colleagues and parents/carers both via telephone and email correspondence.	√	
Ability to manage high volume activity at pinch points of the year.	√	
Detail orientated and methodical.	√	
Ability to prioritise tasks and meet deadlines.	√	
Strong written and verbal communication skills.	√	
Ability to demonstrate tact, diplomacy and sensitivity when necessary.	√	
Willingness to adopt and promote the culture of the School.	√	
Willingness to build an encyclopaedic understanding of the School, our people and what great looks like for us.	√	
Ability to remain calm and professional whilst under pressure.	√	
Display a smart and professional appearance representing the School in a positive manner.	√	
Enthusiastic, with an eagerness to learn and develop skills.	√	
Sense of humour and a desire to work within a collegiate, hard working team	√	