



## General Administrator (Pastoral)

### Person Specification

Person Specification	Essential	Desirable	Assessment Stage
<b>Qualifications</b>	5 GCSEs including Maths and English, or equivalent qualifications/experience.		<b>Application Form</b>
<b>Experience</b>	Experience working in a similar role, successfully managing and prioritising multiple administrative tasks and processes.		<b>Application Form Interview References</b>
	First Aid trained or willingness to act as a First Aider with training		<b>Application Form</b>
<b>Skills &amp; Abilities</b>	IT literate, able to use Excel for record keeping processes and manage Word documents.		<b>Application Form Interview References</b>
	Good verbal and written communication skills.		<b>Application Form Interview References</b>
	The ability to effectively interact with children and young people, parents and visitors to solve issues and gain cooperation.		<b>Application Form Interview References</b>
	Ability to organise and note take for meetings.		<b>Application Form Interview References</b>

	Demonstrable 'teamwork' skills; reliable, constructive, good listening skills, cooperative, flexible and open.		<b>Application Form Interview References</b>
<b>Personal Qualities</b>	Emotionally mature attitude to issues surrounding student safeguarding, welfare and child protection, appropriate to the nature of the duties and responsibilities of this role.		<b>Application Form Interview References</b>
	Positive attitude to diversity and equality issues with a demonstrable understanding of the community's responsibility to create a welcoming, fair and inclusive environment.		<b>Application Form Interview References</b>

**Hendon School is committed to the protection of children and expects all members of the community to support that commitment. All applicants will be required to complete a Disclosure and Barring Service check (of criminal record), thorough references and overseas background checks (where applicable) before an appointment can be confirmed.**