

WOLSINGHAM SCHOOL

PERSON SPECIFICATION: Administration, Development and Publications Officer

EDUCATION, QUALIFICATIONS & TRAINING

	Essential	Desirable	Method of Assessment
<ul style="list-style-type: none"> GCSE English and Maths or equivalent 	Yes		
<ul style="list-style-type: none"> Level 3 qualification in a relevant field of administration or graphic design 	Yes		Application Form

EXPERIENCE

	Essential	Desirable	Method of Assessment
<ul style="list-style-type: none"> Experience of working with marketing (including in electronic forms like social media and web pages), press releases, or customer recruitment, ideally in an educational setting 	Yes		Application Form Reference Interview
<ul style="list-style-type: none"> Experience of working with graphic design software and creating well-presented materials and publications to a high standard 		Yes	Application Form Reference Interview
<ul style="list-style-type: none"> Experience clearly relevant to working with large teams of people from diverse backgrounds in order to lead on the organisation of high quality public events and presentations 	Yes		Application Form Reference Interview
<ul style="list-style-type: none"> Experience working on a wide range of clerical and administrative matters in order to support the functioning of a large organisations and its leaders 	Yes		Application Form Reference Interview
<ul style="list-style-type: none"> Experience in writing press releases that are accurate, timely and send a vibrant, positive message at key times 		Yes	Application Form Reference Interview

KNOWLEDGE, SKILLS & APTITUDES

	Essential	Desirable	Method of Assessment
<ul style="list-style-type: none"> An ability and keen willingness to learn, sometimes through self-teaching, and be trained in areas where their experience, education, etc. may have gaps pertinent to the role. 	Yes		Application Form Reference Interview
<ul style="list-style-type: none"> The ability to relate to young people of all abilities and backgrounds, organise them to take part effectively in projects, and build enthusiasm for their participation in those projects 	Yes		Application Form Reference Interview
<ul style="list-style-type: none"> The ability to take initiative in writing or creating high quality presentations, publications, press releases, letters, etc on behalf of the school and its leaders, even when time is tight or only general guidelines are given for the job specification 	Yes		
<ul style="list-style-type: none"> The ability to work very effectively with a wide range of stakeholders and other members of the community in order to market the school well, answer questions or concerns, organise events and outreach projects, recruit new students and achieve the other goals in the job description 	Yes		
<ul style="list-style-type: none"> High level of ICT skills to support the other aspects of this role 	Yes		
<ul style="list-style-type: none"> High level administrative and organisational skills for leading on a complex area of school administration 			

PERSONAL ATTRIBUTES

	Essential	Desirable	Method of Assessment
<ul style="list-style-type: none"> Patience. Strong work ethic. Conscientious and efficient. Good problem solving skills and positive approach to working life. Ability to work to tight deadlines Good organisational skills and the ability to prioritise own workload 	Yes		Application Form Reference Interview
<ul style="list-style-type: none"> Able to communicate with other professionals and parents. Flexible approach to working life and an ambitious outlook. 	Yes		Application Form Reference Interview
<ul style="list-style-type: none"> Willingness to be involved in many aspects of school life. 	Yes		Application Form Reference Interview

<ul style="list-style-type: none"> Ability to work effectively and supportively as a member of the school team. 	Yes		Application Form Reference Interview
<ul style="list-style-type: none"> Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc. 	Yes		Application Form Reference Interview

PERSONAL ATTRIBUTES

	Essential	Desirable	Method of Assessment
<ul style="list-style-type: none"> Ability to establish positive relationships with students and staff. 	Yes		Application Form Reference Interview
<ul style="list-style-type: none"> Patience, good sense of humour. 	Yes		Application Form Reference Interview

REQUIREMENTS

	Essential	Desirable	Method of Assessment
A commitment to safeguarding & promoting the welfare of children and young people	Yes		Reference Interview
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	Yes		Application Reference

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

The School Operates a No Smoking Policy