

The Piggott School



Person Specification

Sixth Form Administrator

Professional Attributes:	Essential	Desirable
Excellent communication skills and interpersonal skills, be positive and approachable	✓	
Excellent literacy, numeracy and computer skills	✓	
Educated to degree level		✓
Ability to work within a team working environment and also able to work independently	✓	
Confidentiality at all times	✓	

Personal Attributes:	Essential	Desirable
Ability to support and promote the values of the school and the mission statement 'to be a school which inspires and encourages the highest achievement and attainment'	✓	
Effective organisational and time management skills	✓	
Ability to prioritise, plan, monitor and evaluate	✓	
Genuine respect for all members of our school community	✓	
Enthusiasm for being involved in the life of a busy school	✓	
Awareness of safeguarding and child protection issues and good practice in E-Safety	✓	
Calm under pressure, adaptable and energetic	✓	
A sense of responsibility	✓	
A sense of humour	✓	
Flexibility and use of initiative	✓	