

LITTLE HEATH SCHOOL

Reading, Berkshire



PERSON SPECIFICATION

Job Title: Behaviour Hub Administrator

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none">Educated to GCSE level, including English and MathematicsRSA II typewriting/work processing or equivalent	<ul style="list-style-type: none">A range of appropriate A level or equivalent Level 3 qualificationsTraining accreditation in SIMS packages e.g. Assessment Manager
Previous experience	<ul style="list-style-type: none">Experience of working with young people in an educational settingExperience of administrative support work, ideally in an education environment	
Skills, knowledge and understanding	<ul style="list-style-type: none">Ability to communicate effectively with children, parents and other staffComputer literate, including Microsoft Office packagesStrong numeracy skillsExcellent planning and organisational skills, including effective diary management	<ul style="list-style-type: none">Higher competence in ICT as a tool for educational transformation.Understanding of national policy on key educational issues, for example employment law
Leadership and management	<ul style="list-style-type: none">The ability to develop strong working relationships with students and staff, and with staff from outside agenciesWillingness to work as part of a teamAbility to be professionally discreet and to respect confidentialityAbility to rise to challenges and to find workable solutions	<ul style="list-style-type: none">Evidence of commitment to continued professional development and trainingExperience of taking a leading role in managing and deploying resources, for example ordering and storing stock and equipment as well as maintaining records
Personal qualities	<ul style="list-style-type: none">A commitment to ensuring that every student achieves their potentialPatient, calm and resilientProfessional attitude to work, especially when representing the schoolSuitability to work with children, including relevant DBS checks	<ul style="list-style-type: none">Ability to work under pressureFlexibility and ability to use your own initiativeAbility to plan ahead and manage time effectively