



# ST EDMUND'S COLLEGE & PREP SCHOOL

## Person Specification

*Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.*

*Avita Pro Fide !*

*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

<b>Role title:</b>	<b>Transport Administrator</b>		
<b>Reporting to:</b>	<b>Transport Manager</b>		
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• O' Level / GCSE standard minimum.</li> <li>• A Grade Maths O Level/GCSE</li> </ul>	<ul style="list-style-type: none"> <li>• A' Level Standard</li> </ul>	Production of the Applicant's certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Background in an administration environment</li> <li>• Experience of working in a busy role.</li> </ul>	<ul style="list-style-type: none"> <li>• To have worked in a school or an academic environment.</li> </ul>	Contents of the application form  Interview  Professional references
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Good ICT skills</li> <li>• Good knowledge of Excel spreadsheets and Word.</li> <li>• Excellent interpersonal skills (including excellent verbal and written communication skills)</li> <li>• Excellent organisational skills.</li> <li>• Ability to work meticulously and methodically.</li> <li>• Have an ordered approach to documentation and procedures.</li> <li>• Willingness to learn and be flexible in the working arrangements.</li> <li>• Use initiative to plan own work schedule to meet deadlines.</li> <li>• Ability to work as a member of the team.</li> <li>• Commitment to the safeguarding of children and young people.</li> </ul>		Contents of the application form  Interview  Professional references

<p><b>Personal competencies and qualities</b></p>	<ul style="list-style-type: none"> <li>• Friendly, personable, willing &amp; helpful, good sense of humour, thorough &amp; methodical, smart and presentable, use own initiative and work independently, strong &amp; confident and a team player</li> <li>• Cheerful manner</li> <li>• Ability to work calmly under pressure</li> <li>• Ability to work with a good degree of flexibility, to provide cover for other staff as required and to work occasional evenings</li> <li>• “Can do” attitude</li> <li>• Very practical and pragmatic.</li> <li>• Flexible and adaptable</li> <li>• Reliable</li> </ul>		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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***The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.***

***We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.***