



**TRINITY CATHOLIC HIGH SCHOOL**  
**(Science and Sports College)**  
**Chairman of Governors: Mrs M Bishop**  
**Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA**

**Learning Resource Centre Administrator**

**Person Specification**

**Qualifications:**

- Good standard of general education – 5 GCSEs or equivalent including English and Maths (*essential*)
- A secretarial or related IT qualification (*essential*)

**Experience:**

- At least three years experience of employment in office and administrative role (*desirable*)
- Experience of work in a school (*desirable*)
- Experience of data systems e.g SIMS (*desirable*)
- First aider (*desirable*) or willing to train as a first aider

**Skills and abilities:**

- Good knowledge of Microsoft Office, in particular Word, email, databases and spreadsheets (*essential*)
- Ability to learn new ICT quickly (*essential*)
- Ability to proof read accurately and consistently ensuring accurate correction of spelling, grammar and a high standard of work in terms of presentation and layout (*essential*)
- Ability to compose routine correspondence appropriate to intended audience as well as ability to effectively take minutes of meetings (*essential*)
- Good written and oral communication skills (*essential*)
- Good time management skills and the ability to prioritise work dealing effectively with conflicting priorities (*essential*)
- Ability to assimilate information quickly (*essential*)
- Ability to work in a highly organised and methodical manner (*essential*)
- Ability to create a professional and welcoming office environment for staff, students and visitors (*essential*)
- Ability to work effectively as part of a team and on own initiative (*essential*)
- Ability to maintain accurate and detailed work records and inventories (*essential*)
- Good interpersonal skills (*essential*)
- Ability to work flexibly to attend occasional events (*desirable*)
- Ability to relate to children 11-19 (*essential*)

**Additional factors:**

- Willingness to undertake training (*essential*)
- Evidence of recent personal development through training (*desirable*)
- Presents professional and friendly disposition (*essential*)
- Able to maintain confidentiality (*essential*)

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children need to be demonstrated.***

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.