

Impington International College

Administrator and Exams

Before completing your application please read the Person Specification and Job Description. In supporting your application you should demonstrate how your qualifications, skills and experience match the requirements of the role.

	Essential	Desirable
Qualifications		
Maths and English GCSE A-C or equivalent	✓	
Experience		
Proven experience in an office environment with excellent numeracy and literacy skills	✓	
Excellent administration skills	✓	
Proficient with ICT with experience of Word and Excel in an office environment	✓	
Experience of working in a school		✓
Knowledge of SIMS (school database)		✓
Skills & Abilities		
Effective interpersonal skills both oral and written	✓	
High level of concentration, attention to detail and accuracy	✓	
Can work in a logical and methodical manner	✓	
Excellent organisational skills with the ability to prioritise workload and work under pressure	✓	
To be able to demonstrate a flexible and professional approach to work	✓	

Personal Qualities		
Confident and outgoing	✓	
Self-motivated and able to work on own initiative , without supervision and take responsibility	✓	
Commitment to working as part of a team	✓	
Safeguarding		
Display commitment to safeguarding and promoting the welfare of children and young people	✓	
Demonstrate the ability to form and maintain appropriate relationships and personal boundaries with children	✓	
Emotional resilience in working with challenging behaviours	✓	

October 2026