



## PERSON SPECIFICATION

### JOB TITLE: School Administrator

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	Grade A – C or equivalent in Maths and English	Administration or Business Management Qualification
<b>Professional Experience</b>	Minimum of 3 years practical experience of working in an office environment Experience of working with different stakeholders	Knowledge and experience of school policies relating to health and safety, behaviour, attendance, equal opportunities, child protection Experience of working within a school office Experience of working on SIMS modules
<b>Knowledge</b>	An understanding of safeguarding issues relating to children and other stakeholders Knowledge and awareness of the importance of confidentiality and data protection An understanding of the ethos of a school	A knowledge of SIMS modules Knowledge of school administration practices and procedures An awareness of Health & Safety issues
<b>Skills / attributes</b>	Ability to fulfil reception duties including; <ul style="list-style-type: none"><li>• a polite professional telephone manner</li><li>• ability to take and relay accurate messages</li><li>• providing a first point of contact service for pupils, parents/guardians, visitors, staff and other outside agencies</li></ul> Ability to undertake a range of office administration, accurately and efficiently including data entry skills Excellent communication skills, both verbal and written to pupils, parents/guardians, visitors, staff and other outside agencies Able to identify, the needs of the school office, including the extended services within school Excellent organisational skills Ability to prioritise workload and to work to, and to meet, deadlines Ability to problem solve	First Aid Certificate Ability to handle cash for banking and administer school accounts Fire Marshall Experience

	<p>Ability to work accurately under pressure in a very busy environment</p> <p>Ability to work using own initiative and as part of a team</p> <p>Ability to work in partnership with all staff, teaching and support, governors and parents with resilience and enthusiasm</p>	
<b>Personal</b>	<p>Excellent timekeeping</p> <p>Discreet &amp; confidential whilst remaining professional, tactful &amp; sensitive</p> <p>Warm and approachable manner with good inter-personal skills</p> <p>Sets high standards and expectations for self</p> <p>Flexibility attitude to work including;</p> <ul style="list-style-type: none"> <li>• working hours,</li> <li>• demands and changes in the role</li> <li>• willingness to be involved in the school</li> </ul> <p>Smart professional appearance</p> <p>Total honesty, integrity, and reliability</p> <p>Energy, enthusiasm, adaptability and a good sense of humour</p>	
<b>Training</b>	<p>Evidence of recent and relevant training</p> <p>Willing to undertake training in school based computer systems as necessary</p>	
<b>Other</b>	<p>Commitment to Safeguarding and protecting the welfare of children and young people</p> <p>Commitment to Health and Safety</p> <p>Commitment to Equality and Diversity</p> <p>Commitment to attendance at work</p>	

This post has significant access to children and as such the successful candidate will be expected to undergo a Criminal Records fully enhanced check.

**Note: We will always consider your references before confirming a job offer in writing**