

School Administrator – Person Specification

	Essential	Desirable
Qualifications & Experience		
Education	<ul style="list-style-type: none"> • Good standard of education – 5 GCSE's or equivalent including English & Maths. • Good typing skills 	<ul style="list-style-type: none"> • Educated to A level or NVQ3/AAT
Experience	<ul style="list-style-type: none"> • At least 2 years office experience. • Experience of using Microsoft Office • Experience of working as a member of a team. 	<ul style="list-style-type: none"> • Experience of working within a school office environment. • Understanding of school policies and procedures
Professional Knowledge		
Safeguarding	<ul style="list-style-type: none"> • Thorough knowledge and understanding of safeguarding children. 	<ul style="list-style-type: none"> • Understanding of the statutory requirements of legislation concerning safeguarding, child protection & inclusion.
Knowledge & Understanding	<ul style="list-style-type: none"> • Excellent written oral and communication skills. • Confidentiality, sensitivity • Ability to work under pressure. • People management skills • Awareness of security/Health & Safety issues. • Basic understanding of • financial processes 	<ul style="list-style-type: none"> • Experience of SIMs • Knowledge of GDPR • Knowledge of HR processes, Health & Safety & Data Protection • Able to use ICT skills for reporting and analysis purposes
Personal Qualities		
Relationships	<ul style="list-style-type: none"> • Ability and willingness to work collaboratively and supportively within the school team. • Able to inspire confidence and respect amongst colleagues and the school community. • Listens well to others and provides prompt and appropriate responses • Friendly manner and sense of humour. • Experience of delivering student support 	<ul style="list-style-type: none"> • Conveys difficult messages honestly and with sensitivity • Adapts style of communication to suit a variety of different audiences (pupils/students, colleagues, parents and other interested parties) in a persuasive way which is easily understood;
Attitude	<ul style="list-style-type: none"> • Positive attitude • Adaptable and flexible • Excellent time management and organisational skills • Ability to work on own initiative • Consistently reflects the highest levels of professionalism. 	