



Person Specification: School Administrator

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none">• Grade C (or above) at GCSE English and Mathematics (or equivalent).• Educated to A level (or equivalent).• Experience of providing high-level support in a busy, politically sensitive environment.• A high level of accuracy with written and spoken English, including the correct use of spelling, grammar and punctuation.	<ul style="list-style-type: none">• Experience of using school systems such as SIMS to manage staff records.• First Aid qualification (or willingness to be trained).	Application form
Skills & Knowledge	<ul style="list-style-type: none">• Knowledge of and commitment to school policies including Child Protection, Health & Safety and Equal Opportunities.• Proficient ICT skills (Excel, Word, Power Point, Publisher, Gmail, databases).• Excellent telephone manner.• Well organised and methodical with excellent attention to detail.• Able to prioritise workload and to meet deadlines.• Able to undertake routine work or work within established procedures but without close supervision.• Can solve straightforward problems. Ability to make some decisions involving the use of judgment.• Understand the importance of discretion and confidentiality at all times.• An appreciation of the importance of the Data Protection Act and GDPR within the role.• Demonstrate a clear commitment to the team approach; exchanging ideas and providing support to colleagues.		Letter, references & selection process
Personal qualities and skills	<ul style="list-style-type: none">• Enthusiastic, sensitive, flexible, hard working with a sense of humour and ability to remain calm.• Good communication (oral and written) and time management skills.• Excellent interpersonal skills and professional demeanour.• Ability to support and challenge.• Seek advice and support when necessary.• Excellent punctuality and attendance record.	<ul style="list-style-type: none">• Concern for the welfare of the school community.	Letter, references & selection process