



Person Specification

Senior Administrator

Criteria	Qualities	Essential	Desirable
Qualifications and training	• Essential: Educated to GCSE level (Grade C or above/equivalent) in English and Mathematics. • Desirable: Level 3 qualifications, NVQ in Business Administration, or equivalent.		
Experience	• Essential: At least 2 years of experience in a busy, professional administrative or office management role. • Essential: Experience handling confidential information. • Desirable: Previous administrative experience within an educational or primary school setting. • Desirable: Experience with line management or supporting Human Resources (HR) processes.		



Skills and knowledge	• Essential: High proficiency in IT, particularly the Microsoft Office suite (Word, Excel, PowerPoint) and email/school management systems. • Essential: Strong numeracy and literacy skills. • Essential: Solid understanding of GDPR, data protection, and safeguarding/child protection legislation. • Essential: Ability to manage budgets, analyse data, and summarize financial/school information clearly.		
Personal qualities	• Essential: Excellent communication and interpersonal skills for liaising with parents, children, staff, and governors. • Essential: High level of tact, discretion, diplomacy, and the ability to maintain confidentiality. • Essential: Strong organizational skills, the ability to multitask, and a proven ability to work well under pressure to meet competing deadlines		



Reasons for working with children and young people	• Clear articulation of wanting to help young people achieve their potential, build self-esteem, and develop new skills. • The candidate views the position as supportive, educational, and developmental. • An understanding that professionals must maintain appropriate, safe relationships with children, young people and their families. • Recognition of the need for fair, consistent discipline and the ability to challenge inappropriate behavior without being authoritarian or punitive	•	
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