



## PERSON SPECIFICATION – ADMINISTRATOR

Category / Item	Essential	Desirable
<b>Experience</b>		
Experience of working in an office environment	✓	
Experience of dealing with the public	✓	
Experience of working alongside colleagues in a mutually supportive way	✓	
Experience of Office Administration procedures and routines	✓	
Experience of working in an education environment		✓
<b>Education and Training</b>		
Qualifications or experience relevant to the post of Administrator		✓
GSCE level C (or equivalent) in English and Maths	✓	
Demonstrate recent and relevant training or awareness of current issues relating to administration procedures such as GDPR, IT security and records management		✓
<b>Knowledge</b>		
Understanding issues of confidentiality and safeguarding for children	✓	
Understanding and knowledge of inclusion and equal opportunities		✓
Understanding and knowledge of health and safety		✓
An understanding of key administrative routines	✓	
<b>Skills</b>		
Good interpersonal skills	✓	
Good oral and written communication skills	✓	
Skills and confidence to discuss administrative issues with a range of personnel and outside agencies	✓	
Ability to set high standards	✓	
Able to create an attractive, tidy, efficient, and well organised environment		✓
Good ICT skills to support school administration	✓	
<b>Specific Requirements</b>		
Ability to handle sensitive information and issues with absolute integrity and confidentiality	✓	
To be self-motivated and able to work as part of a team	✓	
Use of initiative and an ability to work independently and support the decision-making process	✓	
Good organisational skills	✓	
An enjoyment of working with colleagues in a school environment	✓	