



SS Philip and James C of E Primary School
PERSON SPECIFICATION
School Administrator 2026

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It will be used in the short-listing and interview process for this post.

	Essential	Desirable	Assessed by
Qualifications	<ul style="list-style-type: none"> GCSE or equivalent Maths and English 	First Aid trained	APPLICATION FORM
Experience	<ul style="list-style-type: none"> Experience of administration or a desire to learn Experience of working successfully and cooperatively as a member of a team Experience of using E-mail and Microsoft Office packages 	Administration experience in a school Experience of school systems (or similar workplace)	APPLICATION FORM INTERVIEW
Skills	<ul style="list-style-type: none"> Have a high level of personal confidence in the use of/or ability to learn IT packages Ability to organise and prioritise own workload with supervision Work constructively as part of a team Communicate effectively with staff, children, parents & stakeholders 		APPLICATION FORM INTERVIEW
Knowledge	<ul style="list-style-type: none"> Awareness and understanding of the expectations of working in a school office Participate in development and training opportunities 	Recognise the importance of Safeguarding principles within a school setting	APPLICATION FORM. INTERVIEW
Personal Attributes	<ul style="list-style-type: none"> Enthusiastic Flexible Approachable 		APPLICATION FORM INTERVIEW

	<ul style="list-style-type: none"> • Good interpersonal skills, sense of humour and energy • Caring towards the needs of children and their parents • Professionalism • Good record of attendance and punctuality. • Prepared to go the extra mile 		
Commitment	<ul style="list-style-type: none"> • To promote equal opportunities for all • To participate in the full life of the school 		<p>APPLICATION FORM</p> <p>INTERVIEW</p>
Ethos and safeguarding	<ul style="list-style-type: none"> • Willing and able to sustain and develop the Christian character of this Church school. • Respect and maintain confidentiality but have regard to the safeguarding protocols of information sharing where necessary. • Ability to form and maintain appropriate relationships and personal boundaries with students. • Follow all school policies and procedures. 	<p>Knowledge of the Christian faith and its applications to everyday life.</p>	<p>APPLICATION FORM</p> <p>INTERVIEW</p>