

## School Administrator – Person Specification

### Essential

#### Qualifications and training

- First aid training (or willingness to complete it)
- GCSE (or equivalent) English and Mathematics at Grade C/4 or above

#### Experience

- Carrying out administrative tasks
- Dealing with face-to-face and telephone interactions
- Working and collaborating within a team

#### Skills and knowledge

- Good oral and written communications skills
- Ability to respond quickly and effectively to issues that arise
- Ability to plan, organise and prioritise to meet deadlines
- Ability to use own initiative and take action accordingly
- Excellent attention to detail
- Ability to use IT packages including word processing, spreadsheets and presentation software
- Ability to use relevant office equipment effectively
- Ability to build effective working relationships with colleagues
- Understanding of data protection and confidentiality
- Understanding of safeguarding responsibilities within a school environment (or willingness to undertake training)

#### Personal qualities

- Warm, approachable and professional
- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality
- Embraces change well
- Deals with difficult situations effectively

### Desirable

- Working with children or young people (desirable)
- Previous school administration experience
- Knowledge of school systems (e.g. Arbor)