

Senior Administrator Person Specification

Assessment Key: A Application Form I Interview

Education and Qualification	Essential	Desirable	Assessment
English and Mathematics GCSE or equivalent at grade C or above	✓		A
Degree or other higher education equivalent		✓	A
Commitment to personal/professional development	✓		I

Experience	Essential	Desirable	Assessment
Previous administration experience	✓		A/I
Experience of working in an educational setting		✓	A/I
Experience of planning, organising and prioritising your own work	✓		
Liaison with senior managers and external stakeholders	✓		A/I
Use of ICT including Microsoft packages	✓		A/I
Experience of SIMS	✓	✓	A/I
Demonstrable skills in organising multiple tasks, projects and calendars	✓		A/I

Knowledge and Understanding	Essential	Desirable	Assessment
Knowledge of Academy structures and processes	✓		A/I
Knowledge of Data Protection legislation	✓		A/I
Knowledge of Safeguarding legislation		✓	A/I
Ability to maintain records and produce effective reports		✓	A/I

Skills and Attributes	Essential	Desirable	Assessment
Ability to establish good working relationships and effective teamwork	✓		A/I
Excellent organisational skills	✓		A/I
High level oral and written communication skills	✓		A/I
Strategic capability	✓		A/I
Excellent time management skills	✓		A/I
Organisation of own workload and priorities on a day-to-day basis using own initiative	✓		A/I
Ability to work independently	✓		A/I
Ability to meet deadlines	✓		A/I

Personal Qualities	Essential	Desirable	Assessment
Highly motivated, positive and self-reliant	✓		A/I
Tenacious and able to pursue matters to a close	✓		A/I
A forward-thinking approach	✓		I
Excellent interpersonal skills and professional demeanour	✓		I
Ability to be reflective and self-critical	✓		I
Display calmness under pressure	✓		I
High standards of professionalism with regards confidentiality and discretion	✓		I
Willingness to take on other roles and responsibilities within the team	✓		A/I