



St Andrew's Catholic Primary School
Person Specification
JOB Title: School Administrator

	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
GCSE Maths & English or equivalent or NVQ2 in Business Administration or equivalent.	*	
ICT certificates.		*
SKILLS & ABILITIES		
Experience of working at an operational site in a similar role	*	
Knowledge of Health and Safety Policies and Procedures		*
The ability to work in an organised manner	*	
The ability to understand direct instruction from your Line Manager or from the Senior Management team	*	
The ability to work independently but also be a good team player when the need arises.		*
Good communication and interpersonal skills.	*	
Able to work with minimum supervision, using own initiative.	*	
Good telephone skills.	*	
Ability to produce accurate work to deadlines.	*	
People management skills		*
Ability to be organised.	*	
Ability to record written and numerical information accurately and reliably.	*	
Able to operate in a team environment	*	
Computer literate.	*	
An understanding of confidential and sensitive information.	*	
EXPERIENCE		
Experience of working in a school.		*
Demonstrable experience and knowledge of Microsoft Software Excel and Word.	*	
Experience of working in a financial / administrative environment.	*	
Experience of paying particular attention to detail.	*	
Demonstrate experience of keyboard and word processing skills.	*	
Understanding of Local Government / Schools		*
Experience of Bromcom and ParentPay systems		*
CORE QUALITIES		
Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.	*	
Communication: Good communication skills	*	
Self-Awareness: learns continuously and effectively adapts behaviour in response to feedback.	*	

Service Delivery: understands customer needs and responds appropriately.	*	
Understands their role in the context of safeguarding children, young people and vulnerable adults	*	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	*	

OTHER REQUIREMENTS

Willingness to support wider Catholic ethos of the school		*
Open, willing and flexible manner	*	
Customer focused attitude	*	
Good time keeping	*	
Support the Manager in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults they are responsible for, or comes into contact with. Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system.	*	
Ensure compliance to Safeguarding Policies and Procedures within the MAC	*	
The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in Our Lady and All Saints MAC Health and Safety policies.	*	

HEALTH & SAFETY

The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

POLICIES & PROCEDURES

The post holder will be accountable for ensuring that they are aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

EQUAL OPPORTUNITIES

Our Lady and All Saints Catholic Multi Academy is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

SAFEGUARDING

St Andrew's Catholic Primary School, part of Our Lady and All Saints Multi Academy Company (the MAC), has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment.

Our Lady and All Saints Catholic Multi Academy (The MAC) is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom they are responsible or come into contact with. The post holder must read and understand the most recent Part 1 of Keeping Children Safe in Education, signing to state that this has been carried out.

Carry out Annual Safeguarding training