

PERSON SPECIFICATION FOR POST OF PUPIL SERVICES ADMINISTRATOR



	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS/ TRAINING	<p>Minimum of GCSEs in Maths and English</p> <p>Willingness to undertake further professional development</p>	Administrative and/or Customer Services qualifications	Application form
EXPERIENCE	<p>Proven experience of working in a busy office environment</p> <p>Managing workload and the ability to prioritise</p> <p>Multi-tasking to meet tight deadlines</p> <p>Effective and influential communications in person, by telephone and in writing</p>	<p>Previous experience of working within a school</p> <p>Previous experience of working in a Special Educational Needs setting</p>	Application form/interview/ task
KNOWLEDGE & SKILLS	<p>Ability to communicate effectively both verbally and in writing with children, staff, parents and other professionals</p> <p>A team player with the ability to establish effective links with colleagues, parents & carers.</p> <p>Proven IT ability, to include use of Microsoft Outlook, Word and Excel</p> <p>Ability to use initiative to respond to peaks and troughs in work flow whilst meeting deadlines and adapting accordingly</p> <p>Ability to prioritise tasks, taking notes, coordinating tasks.</p> <p>An understanding of confidentiality, and the importance of school security and safeguarding children</p>	<p>Identifying and improving basic administrative processes</p> <p>Willingness to attend appropriate training</p> <p>Database entry / Excel</p>	Application form/ interview/ task
OTHER REQUIREMENTS	<p>Ability to deliver a high-quality service and demonstrate a commitment to continuous improvement</p> <p>Willingness to cooperate with others</p> <p>Ability to handle sensitive and confidential issues and information</p> <p>Personal integrity</p> <p>Reliable</p> <p>A passion for education and its role in society</p> <p>Flexibility</p> <p>Calm under pressure</p> <p>To be willing and able to uphold the school's values: Cooperation, Responsibility, Integrity, Resilience, Respect and Kindness</p>		Application form/ interview

The postholder has responsibility for safeguarding and promoting the welfare of pupils at the school.