

Leaffield C.E. Primary School – Administrator

Person Specification

Qualifications and training

- GCSE's (or equivalent) level C or above

Experience

- Administrative tasks
- Dealing with face-to-face, telephone and email communications
- Working with children or young people
- 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 act accordingly
- Excellent attention to detail
- Ability to use IT packages including word processing, spreadsheets and presentation software
- Ability to use relevant office equipment effectively
- Understanding of data protection and confidentiality
- Ability to maintain a positive and calm attitude under pressure
- Understanding of safeguarding

Personal qualities

- 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 build effective working relationships with colleagues
- Ability to build and maintain positive relationships with parents and wider school community
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality
- Embraces change well
- Deals with difficult situations effectively