



PERSON SPECIFICATION

School Administrator

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications:

- Knowledge of Arbor MIS or similar school Management System desirable but not essential.
- Knowledge of, or willingness to learn First Aid and administer as required.

Skills/Abilities:

- Good general communication skills.
- Good telephone manner.
- Good organisational skills – able to prioritise workload.
- Able to identify customers' needs quickly and deal effectively with enquiries.
- Tact, diplomacy, confidentiality and sensitivity.
- Able to use MS Word, Excel, Teams, Forms, Sway and Outlook.
- Ability to set up and maintain record and filing systems.
- An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.

Experience:

- At least one-year experience in a similar environment.
- Word processing experience.
- Experience of working within a busy, diverse environment.

Personal Qualities: or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.

- A flexible approach to work
- A sense of responsibility
- Tact and diplomacy
- Integrity