

The Person Specification forms an important part of the recruitment process and should be read carefully, as it will be used as the basis for shortlisting and appointing the successful candidate. Applicants should therefore clearly demonstrate how they meet each of the criteria in their application.

Criteria	Essential	Desirable	To Be Measured By
Qualifications or Training	<ul style="list-style-type: none"> 4 GCSEs Grade 4/C or above including English and Maths Competent IT skills including Microsoft Office applications (Word, Excel, Outlook, Publisher) Willingness to undertake further training relevant to the role 	<ul style="list-style-type: none"> First Aid qualification or willingness to train Safeguarding training (or willingness to complete) 	Application /Interview/Reference
Knowledge and Understanding	<ul style="list-style-type: none"> Sound knowledge and effective use of Microsoft Office applications (Word, Excel, Outlook, Publisher) Understanding of safeguarding principles and procedures in a school environment Understanding of administrative, financial and HR processes within an organisation A willingness to develop an understanding of health and safety in a school setting through training and support. 	<ul style="list-style-type: none"> Knowledge of school systems including SIMS and FMS Understanding of school-based first aid procedures Awareness of local authority procedures and processes 	Application /Interview/Reference
Skills	<ul style="list-style-type: none"> Ability to communicate effectively with a wide range of stakeholders including parents, staff, governors, external agencies and suppliers Ability to build and maintain positive working relationships Ability to work accurately under pressure and manage competing priorities Strong organisational and effective time management skills Ability to work independently using initiative and pro-activity Ability to develop and maintain accurate and efficient record-keeping systems Ability to handle confidential information with sensitivity and discretion Commitment to equal opportunities and inclusive practice 		Application /Interview/Reference
Experience	<ul style="list-style-type: none"> Experience of undertaking a range of administrative duties including data input, retrieval and record keeping 	<ul style="list-style-type: none"> Experience of administrative work in a school setting Experience of working in a busy office environment with competing priorities 	Application /Interview/Reference
Additional Information / Personal Attributes	<ul style="list-style-type: none"> Flexible and adaptable approach to work Ability to work as part of a team as well as independently High level of attention to detail and accuracy Commitment to safeguarding and promoting the welfare of children 		
Prepared By: Mrs Y Hill		Date: June 2026	