

School Administrator Person Specification

The following outlines the criteria that will be used by the school when shortlisting and interviewing applicants. Please consider how you can use these criteria to demonstrate your suitability for the post in your application and at interview.

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|  | Criteria |
| QUALIFICATIONS | * NVQ Level 2 or equivalent * GCSE C in English and maths (or equivalent) |
| EXPERIENCE | * Experience of development, management and operation of administrative systems * Ideally, experience of these systems in school |
| SKILLS AND ABILITIES | * Literacy, numeracy and keyboard skills * Computer literacy – ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions * Interpersonal, organisational and administrative skills * Ability to develop and maintain effective computerised and manual filing systems * Ability to communicate effectively and in a courteous manner, in person and over the telephone * Ability to receive and assess information over the telephone or in person and refer to the appropriate person or source of information * Ability to organise and prioritise workload to achieve deadlines * Ability to investigate complex queries and anomalies when required * Ability to take accurate notes and minutes of meetings * Ability to monitor and process accurate financial records * Commitment to equalities and the promotion of diversity in all aspects of working |
| KNOWLEDGE | * Knowledge for implementing a range of administrative procedures, including relevant use of ICT packages and systems * Knowledge of the school’s Record Retention Policy and freedom of information protocols and awareness of the requirement for this policy and protocol * Understanding of data protection, GDPR and confidentiality * Knowledge of a range of IT systems * Knowledge of computerised and manual filing systems * Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety |
| PERSONAL QUALITIES | * Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils * Ability to build and form good relationships with children, colleagues, parents / carers and visitors * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Shows initiative and a ‘can do’ approach * Deals with difficult situations effectively |
| ADDITIONAL REQUIREMENTS | * The role is subject to an enhanced DBS |