Person Specification: School Administrator 2024

The Person Specification is a picture of the skills, knowledge and experiences needed to carry out the job. It will be used in the shortlisting and interview process for this post.

Requirements	Essential	Desirable
Qualifications/ Skills	● **GCSE (or equivalent) Maths & English Grades A-C/4-9 – please evidence on your form** ● qualification (post 16) or experience in a relevant discipline ● Proficient in the use of Microsoft Office applications including Word, Excel and Outlook or equivalent software packages ● strong communication skills both verbal and written	● Level 3 qualifications or equivalent (eg A Levels) ● Experience of School management information systems (MIS) ● confident use of web-based systems eg GSuite /MS Teams
Experience	● minimum of 2 years practical experience of organising administrative systems in a busy workplace ● basic finance tasks including purchasing and processing orders ● organisational and proven administrative skills including data entry ● experience of addressing operational challenges in a calm and solution-focused manner	● prior experience of working in a school environment, or NHS office/reception ● knowledge of basic HR procedures ● experience of using online finance/admin systems

Personal Qualities	● approachable, courteous and able to promote a positive image as the first point of contact of the school ● work collaboratively helping others, developing relationships, and understanding other people's roles. ● ability to work with minimum supervision, using problem solving skills and initiative ● knowledge and awareness of the importance of confidentiality and data protection ● ability to meet deadlines and priorities ● enthusiastic and interested in developing the use of technology in the workplace ● commitment to safeguarding and promoting the welfare of children and young people	● experience or interest in working with vulnerable groups ● responsive to changing work practises to suit the needs of the situation and evolution of the role