

THE CHILDREN'S HOSPITAL SCHOOL



**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
<p><b>Qualifications/ Skills</b></p>	<ul style="list-style-type: none"> <li>● qualification (post 16) or experience in a relevant discipline</li> <li>● Proficient in the use of Microsoft Office applications including Word, Excel and Outlook or equivalent software packages</li> <li>● GCSE (or equivalent) Maths &amp; English Grades A-C/4-9</li> <li>● strong communication skills both verbal and written</li> </ul>	<ul style="list-style-type: none"> <li>● Level 3 qualifications or equivalent (eg A Levels)</li> <li>● Experience of School management information systems (MIS)</li> <li>● confident use of web-based systems eg GSuite /MS Teams</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>● minimum of 2 years practical experience of organising administrative systems in a busy workplace</li> <li>● basic finance tasks including purchasing and processing orders</li> <li>● organisational and proven administrative skills including data entry</li> <li>● experience of addressing operational challenges in a calm and solution-focused manner</li> </ul>	<ul style="list-style-type: none"> <li>● prior experience of working in a school environment, or NHS office/reception</li> <li>● knowledge of basic HR procedures</li> <li>● experience of using online finance/admin systems</li> </ul>

<p><b><i>Personal Qualities</i></b></p>	<ul style="list-style-type: none"><li>● approachable, courteous and able to promote a positive image as the first point of contact of the school</li><li>● work collaboratively helping others, developing relationships, and understanding other people's roles.</li><li>● ability to work with minimum supervision, using problem solving skills and initiative</li><li>● knowledge and awareness of the importance of confidentiality and data protection</li><li>● ability to meet deadlines and priorities</li><li>● enthusiastic and interested in developing the use of technology in the workplace</li><li>● commitment to safeguarding and promoting the welfare of children and young people</li></ul>	<ul style="list-style-type: none"><li>● experience or interest in working with vulnerable groups</li><li>● responsive to changing work practises to suit the needs of the situation and evolution of the role</li></ul>
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