



Armathwaite Community Primary School

Person Specification: School Administrator (Fixed Term appointment, maternity cover)

		Where evidence will be found	Qualifications/willing to obtain	Where evidence will be found
Knowledge	<ul style="list-style-type: none"> • Administrative procedures and office systems within a school or similar organisation • Use of IT systems, including word processing, spreadsheets, email, and database management • School management information systems (or a willingness to learn) • Confidentiality requirements and data protection principles • Basic financial procedures, such as processing orders, invoices, and payments • Effective communication practices when working with pupils, staff, parents, and external agencies • Health and safety procedures relevant to a school environment • Safeguarding principles and the importance of promoting the welfare of children (training can be provided) 	<p>Application Form</p> <p>Documents</p>	<ul style="list-style-type: none"> • Safeguarding Level 1 	Documents
Main Responsibilities	<ul style="list-style-type: none"> • Provide comprehensive administrative support to the Headteacher and staff team in a small primary school setting • Act as the first point of contact for parents, visitors, and external agencies, creating a welcoming and professional front-of-house presence • Manage pupil records, including admissions, attendance, and updates, ensuring accuracy and confidentiality • Maintain school office systems and records in line with data protection and safeguarding requirements 	<p>Interview</p> <p>Observation</p> <p>Application Form</p> <p>References</p>		<p>Interview</p> <p>Application Form</p>



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	<ul style="list-style-type: none"> • Support day-to-day financial administration, including ordering supplies, processing invoices, and maintaining basic financial records • Use school management and IT systems to prepare correspondence, reports, and routine communications • Assist with the organisation of school events, meetings, and communications with parents • Support safeguarding procedures and promote the welfare of children at all times • Carry out first aid or medical administration duties where required (training can be provided) • Undertake a wide range of administrative and clerical tasks to ensure the smooth and efficient running of the school office 			
Experience	<ul style="list-style-type: none"> • Working in an administrative or office-based role, ideally within a school or similar setting • Managing a busy workload and prioritising tasks effectively in a small team environment • Dealing professionally with parents, visitors, and external agencies • Maintaining accurate records and handling confidential information appropriately • Using IT systems for routine administrative tasks, including email, word processing, and data entry • Supporting financial or budget-related processes, such as ordering, invoicing, or basic bookkeeping • Working independently as well as collaboratively with colleagues 	Application Form Interview References		Application Form Interview References



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	<ul style="list-style-type: none">Adapting to a varied role and responding flexibly to the changing needs of a small primary school			
Personal Characteristics	<ul style="list-style-type: none">Friendly, approachable, and professional, with a calm and welcoming mannerHighly organised, reliable, and able to manage a varied workload effectivelyFlexible and adaptable, with a willingness to take on a wide range of tasks in a small school environmentDiscreet and trustworthy, with a strong understanding of confidentialityAble to work independently while also being a supportive and collaborative team memberConfident in communicating with children, parents, staff, and external agenciesResilient and able to remain calm under pressure in a busy school officeCommitted to safeguarding and promoting the welfare of children at all times	Observation Interview References		
Skills	<ul style="list-style-type: none">Communicate clearly and professionally, both verbally and in writingUse IT systems confidently, including email, word processing, spreadsheets, and data entryOrganise and prioritise work effectively in a busy, varied roleMaintain accurate records and manage information with a high level of attention to detailDeal sensitively and professionally with parents, children, and visitors			



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	<ul style="list-style-type: none">• Work independently, using initiative, while also contributing positively to a small team• Manage confidential information appropriately and in line with data protection requirements• Respond calmly and effectively to changing priorities and unexpected situations• Follow procedures while also using judgement and common sense in a school environment			
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