PERSON SPECIFICATION – SCHOOL ADMINISTRATOR

	Essential	Desirable
Qualifications	Maths and English GCSE level 5 or equivalent at grade C or above	Relevant qualifications in office administration and IT applications Relevant HR, Finance or H&S qualifications at level 3 and above
Knowledge and experience	Experience in an administrative or receptionist role Experience of working and flourishing in challenging situations and meeting tight deadlines	Experience of working in a school setting Experience of working or providing support in HR, Finance or Health & Safety Knowledge and experience of working with school management systems – eg Scholarpack
Skills and abilities	Excellent written and oral communication skills Good IT skills, including the ability to confidently use Microsoft Office Suite & 365 Willingness and ability to learn and operate new IT systems and databases Excellent administrative and organisational skills Understands the importance of confidentiality and discretion Ability to prioritise workload and meet tight deadlines An ability to communicate effectively, both orally and in writing, with different groups of people Ability to be an effective team player	

Personal characteristics	Strong awareness and acceptance of maintaining confidentiality and abiding to data protection laws	
	Flexible, highly organised and able to multi-task and prioritise work to meet deadlines	
	Helpful, approachable and has a positive nature and ability to stay calm and diplomatic under pressure	
	Able to take ownership of tasks, use initiative and work with minimal supervision	
	Have a keen eye for detail and exercises sound judgment, especially relating to confidentiality and discretion.	
	Have a keen interest in own personal development and a willingness to undertake further training when appropriate	
	Keen to work in an educational setting	
Other	Right to work in UK	
	Commitment to the safeguarding and welfare of all pupils. Appointment will be subject to an enhanced disclosure and barring service (DBS) check	