

PERSON SPECIFICATION

JOB TITLE: School Administrator

DATE: April 2018

RESPONSIBLE TO: PA to Heads of School

| | Essential | Desirable |
|-----------------------|--|---|
| Qualifications | <p>Good level of educational attainment up to A level.</p> <p>5 GCSEs or equivalent. Passes in Maths and English at grade C or above.</p> | <p>Secretarial qualification</p> |
| Experience | <p>Experience of general office tasks (e.g. scanning, filing, setting up basic databases and mailing lists, answering telephone queries, conducting basic research).</p> <p>Solid administration experience.</p> | <p>Experience of working for a charity.</p> <p>Experience of working in an educational setting.</p> <p>Experience as a School Administrator</p> <p>Experience as a PA</p> |
| Skills | <p>Strong Microsoft Office skills (including Word and Excel).</p> <p>Excellent communication and interpersonal skills</p> <p>Strong administrative, time management and organisation skills.</p> | |

| | Essential | Desirable |
|-------------------------------------|---|-----------|
| | <p>Good team working skills</p> <p>Ability to compose clear and concise letters and e-mails.</p> <p>Accuracy and attention to detail.</p> <p>Positive and enthusiastic attitude</p> | |
| Abilities | <p>Able to quickly develop excellent working relationships with a range of people.</p> <p>Ability to research information efficiently.</p> <p>Literate, numerate and articulate.</p> | |
| Essential personal qualities | <p>Able to take initiative.</p> <p>Commitment to high standards of work.</p> <p>Flexible, adaptable and able to relate well to different types of people.</p> <p>A commitment to safeguarding and promoting the welfare of children and young people.</p> | |