

**Scott Medical and Healthcare College**

**Person Specification**

**Administrator**

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| **Essential** | **Desirable** |
| **Qualifications and Experience** |  |
| 4 GCSEs or equivalent Grade C and above including Maths and English | Administrative qualification |
| **Professional Experience** |  |
| Minimum of 3 years practical experience of working in an office environment | Knowledge and experience of school policies relating to health and safety, behaviour, attendance, equal opportunities and child protectionExperience of using SIMsExperience of working in a school / healthcare setting office |
| **Knowledge** |  |
| Knowledge of School administration practices and proceduresKnowledge and awareness of the importance of confidentiality and data protectionAn understanding of safeguarding issues relating to children and other stakeholders | An awareness of Health and safety issuesA knowledge of SIMs modules |
| **Skills and Attributes** |  |
| Ability to undertake a range of office administration, accurately and efficiently including data entry skills Excellent organisational skills Ability to prioritise workload and to work to, and to meet, deadlines Excellent communication skills, both verbal and written to pupils, parents/guardians, visitors, staff and other outside agencies Able to identify the needs of the school office, including the extended services within school Ability to problem solve Ability to work accurately under pressure in a very busy environment Ability to work using own initiative and as part of a team Ability to fulfil reception duties |  |
| **Professional Attributes** |  |
| Good timekeeping Sets high standards and expectations for self Flexible attitude to work Total honesty, integrity, and reliability  |  |