**Person Specification for the Post of School Administrator**

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below

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|  **Experience**  |  Office experience  Working within a secure and confidential environment  Ability to prioritise work and cope with competing deadlines  Ability to work on own initiative with minimum supervision  Experience of working within a school environment/educational setting (desirable)  Awareness of the Freedom of Information Act and the Data Protection Act (desirable)  |
| **Qualifications**  | ** Minimum of 5 Level 2 qualifications (O Levels/GCSE’s at Grade C or above) including English and Mathematics** Educated to ‘A’ level or equivalent (desirable)* Experienced MS Office user, particularly Word, Excel and Outlook* * Experienced Sage user (desirable)* |
| **Interpersonal** **Skills**  |  Excellent interpersonal skills, good telephone manner, calm approach  Ability to communicate effectively with people at all levels e.g.. school staff, students and external agencies  Excellent organisational skills  Flexible approach and a willingness to cover and help out with other duties when required  |
| **Other Skills**  |  Ability to carry out instructions accurately and effectively as directed by the Principal Confidentiality, tact and discretion combined with a calm personality and sound judgement  Ability to cope well when under pressure from competing priorities, unpredictable requests and interruptions  Ability to demonstrate an enthusiastic and positive approach regarding change, having a definite ‘can do’ attitude  Accuracy when receiving information both verbally and written  Ability to make a positive contribution to the school  Maintain standards set by the school  |
| **Personal** **Qualities**  |  Proactive, creative, and resourceful  Respond well to a challenge  Team player  Flexible, adaptable (to work and time) and sense of humour  Takes responsibility for own actions  Ability to work alongside young people  |