

Person specification

Diss High School

Senior Administration Manager

Criteria	Essential	Desirable	Evidence
Qualifications			Certificates
GCSE Level 2 English and Maths (A-C or 9 – 4))/ or equivalents	✓		
A levels or Level 3 examination based equivalent	✓		Certificates
Additional relevant qualifications desirable (eg ATT, SBM etc)		✓	Certificates
Skills/competencies			Interview
High level of IT skills that would help work towards a paperless office.	✓		IT exercise
Excellent administrative skills	✓		Application
Excellent written oral and communication skills	✓		
Ability to work under pressure	✓		
People management skills	✓		
Data protection knowledge		✓	
School/ office systems		✓	
Statistical skills	✓		
Problem solving skills	✓		
Knowledge of Health and Safety regulations	✓		
Knowledge			Interview
Administrative/secretarial/financial administration	✓		
Cash Handling	✓		Application
Safeguarding		✓	

Experience Experience in public or private sector finance and administration Management Experience	√	√	Application and Interview
Personal Qualities Attention to detail, neatness and accuracy Ability to work as part of a team Confidentiality Ability to prioritise conflicting demands and pressures	√ √ √ √		Application and Interview
Other Requirements To be committed to the school's policies and ethos To be committed to Continual Professional Development Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people	√ √ √ √		Application and Interview
Equal Opportunities To assist in ensuring that Diss High School's equalities policies are considered within the school's working practices in terms of both employment and service delivery	√		Application and Interview