



School Administrator Person Specification

	JOB REQUIREMENTS	Essential	Preferred	Assessed
Knowledge, Experience and Skills	5+ GCSE/CSE, grade C or above	✓		A
	GCSE/CSE in English and Maths, grade C or above	✓		A
	Recent and relevant office experience	✓		A, I
	Knowledge/experience in use of reprographics equipment		✓	A, I
	A good working knowledge of computer software packages including Microsoft Word, Excel and Outlook	✓		A, I
	Knowledge of SIMs software		✓	A, I
	Knowledge of marketing software		✓	A, I
	Event organisation		✓	A, I
Supervision / Management and Decision Making	Responsible for high standards of customer care	✓		A, I
	Responsible for providing information and advice	✓		A, I
	JOB COMPETENCIES			
Interacting and Presenting – Presenting and Communicating Information	Excellent communicator	✓		A, I
	Able to project a respectable and professional image	✓		A, I
	Helpful and positive attitude in a busy environment	✓		A, I
Organising and Executing – Planning and Organising	Able to work to deadlines and a willingness to respond positively to all aspects of work	✓		A, I
	Demonstrable attention to detail		✓	A, I
	Able to use initiative and seek solutions to problems		✓	I
Creating and Conceptualising – Learning and Researching	Able to gather information on a range of school functions and use knowledge to provide an effective advice and information service to parents and customers.		✓	I
Supporting and Co-operating – Working with People	Excellent team worker	✓		I
	Builds good relationships and relates well to people at all levels (parents, staff and students)	✓		A
Adapting and Coping – Coping with Pressures and Setbacks	Ability to work independently and achieve the administration tasks of the team whilst frequently interrupted in a busy work environment		✓	A, I
	Able to handle conflict or sensitive situations with tact and compassion.		✓	A, I

	Ability to maintain a calm approach and work effectively under pressure	✓		A, I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I
	Enhanced DBS disclosure <i>(to be completed by preferred candidate following interview)</i>	✓		
	Willingness to undertake Child Protection training when required	✓		I

* A = by application, I = assessed on Interview Day