| **PERSON SPECIFICATION – SCHOOL ADMINISTRATOR** | |
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| **Essential upon appointment** | **Desirable on appointment** (if not attained, development may be provided for successful candidate) |
| **Knowledge**   * Knowledge of administration and office systems |  |
| **Experience** |  |
| * Clerical or administrative experience * Experience of working with Microsoft Office |  |
| **Occupational Skills** |  |
| * Computer literate * Good interpersonal and communication skills * Good numeracy and literacy skills * Ability to work to deadlines |  |
| **Qualifications** |  |
| * Literacy & numeracy qualification e.g. Level 2 qualification or equivalent | * Appropriate first aid training |
| **Personal Qualities**   * Attention to detail, neatness and accuracy * Organisational skills * Ability to work successfully in a team * Confidentiality * A positive and flexible attitude to work |  |
| **Other Requirements** |  |
| * To be committed to the school’s policy 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. * Enhanced DBS clearance required |  |
| **Equal Opportunities**   * To assist in ensuring that NYCC’s equalities policies are considered within the school’s working practices in terms of both employment and service delivery. |  |