| **PERSON SPECIFICATION – SCHOOL ADMINISTRATOR** |
| --- |
| **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.
 |  |