**Person Specification**

**SCHOOL ADMINISTRATOR - GRADE 6**

**Data & Communications**

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| **Attributes** | **Essential** |  | **Desirable** |  |
| Education / Qualifications | * GCSE or equivalent in English and Maths |  |  |  |
| Knowledge and experience | * Experience of working in an office environment * Competent numeracy/literacy skills * Experience of ICT packages (minimum Word, Excel and Email) * Experience of data entry using management information systems * Evidence of competency and accuracy in the use of ICT systems and data management |  | * General clerical/administrative work in a school * Working knowledge of SIMS or other school information management systems * Some knowledge and experience of basic coding for website management |  |
| Skills and attributes | * Ability to organise a diverse workload and work independently * Ability to work to deadlines * Excellent understanding and ability to use relevant technology * Excellent keyboard/computer skills * Good communication and interpersonal skills * Commitment to on-going professional development * Ability to work in a team * Ability to seek advice and support where necessary * Ability to deal sensitively with children and adults |  | * Knowledge of child protection issues and procedures |  |
| Professional Development | * Willingness to undertake further training/development opportunities |  |  |  |
| Other requirements | * Ability to commit to a flexible working pattern at key points in the academic year (exam results, etc) |  |  |  |