

**Scott Medical and Healthcare College**

**Person Specification**

**Administrator**

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| **Essential** | **Desirable** |
| **Qualifications and Experience** |  |
| 4 GCSEs or equivalent Grade C and above including Maths and English | Administrative qualification |
| **Professional Experience** |  |
| Minimum of 3 years practical experience of working in an office environment | Knowledge and experience of school policies relating to health and safety, behaviour, attendance, equal opportunities and child protection  Experience of using SIMs  Experience of working in a school / healthcare setting office |
| **Knowledge** |  |
| Knowledge of School administration practices and procedures  Knowledge and awareness of the importance of confidentiality and data protection  An understanding of safeguarding issues relating to children and other stakeholders | An awareness of Health and safety issues  A knowledge of SIMs modules |
| **Skills and Attributes** |  |
| Ability to undertake a range of office administration, accurately and efficiently including data entry skills Excellent organisational skills  Ability to prioritise workload and to work to, and to meet, deadlines  Excellent communication skills, both verbal and written to pupils, parents/guardians, visitors, staff and other outside agencies  Able to identify the needs of the school office, including the extended services within school  Ability to problem solve  Ability to work accurately under pressure in a very busy environment  Ability to work using own initiative and as part of a team  Ability to fulfil reception duties |  |
| **Professional Attributes** |  |
| Good timekeeping  Sets high standards and expectations for self  Flexible attitude to work  Total honesty, integrity, and reliability |  |