



PHOENIX INFANT ACADEMY
Administration Manager – Person Specification

Competency	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Maths + English GCSE or equivalent 	<ul style="list-style-type: none"> • Graduate • Recognised Management training qualifications • Microsoft, CLAiT or other equivalent ICT qualifications
Skills	<ul style="list-style-type: none"> • An effective and accurate communicator • Excellent written and oral skills • Excellent time management skills • ICT- competent in the use of Microsoft: Word, Excel, Powerpoint • Is flexible and able to adapt to new ways of working • Ability to prioritise and delegate to the team. • Calmly assertive and self assured 	<ul style="list-style-type: none"> • Competent in the use of Access • Database handling expertise • Highly competent high end user of SIMS
Previous Experience	<ul style="list-style-type: none"> • Previous experience in an administration managerial role • Proven effective leadership and management • Able to work without close supervision • Co-ordinating a team to meet deadlines • Oversight of budget issues • Successfully managing change and raising standards 	<ul style="list-style-type: none"> • Experience working in education • Successfully managing change and raising standards in a school
Professional Competence	<ul style="list-style-type: none"> • Excellent knowledge of current office practices and issues • Able to motivate and lead staff • Ability to monitor and evaluate the progress of the department team • Experience leading staff appraisals and reviews 	<ul style="list-style-type: none"> • Knowledge of current educational issues
Personal Qualities	<ul style="list-style-type: none"> • Personal integrity • Excellent interpersonal skills with sensitivity to others • Capacity to analyse and evaluate the work of the team, to establish priorities, make decisions and to work to agreed targets and deadlines • Ability to cope with conflicting demands, deadlines and interruptions • A strong team player • Motivation to continually improve standards and achieve excellence • Committed to raising standards for pupils • Adaptable and organised • High aspirations and expectations of self and others • Demonstrates resilience, motivation and commitment to driving up standards of achievement 	<ul style="list-style-type: none"> • Able to build on constructive criticism • Experience of team building initiatives