

Person Specification

Senior Administrator Reception/Admin

Qualifications & Experience	Essential	Desirable	MOA*
<ul style="list-style-type: none"> Experience of administrative work in a busy office environment 	✓		A/I/R
<ul style="list-style-type: none"> Educated to NVQ Level 2 or equivalent 	✓		A/Q
<ul style="list-style-type: none"> Knowledge of general school policies and procedures Knowledge of health and safety policies and procedures 		✓	A/I
<ul style="list-style-type: none"> First Aid Qualification (training will be required if a qualification is not already held) 		✓	A/Q
Skills and Knowledge	Essential	Desirable	MOA*
<ul style="list-style-type: none"> Excellent reading and writing skills 	✓		A/ I/T
<ul style="list-style-type: none"> Ability to count and undertake basic calculations 	✓		A/I/T
<ul style="list-style-type: none"> Excellent IT skills with a range of software Good understanding of the use of google forms and sheets or a willingness to learn 	✓		A/I
<ul style="list-style-type: none"> Ability to exchange verbal information clearly and sensitively with children and adults 	✓		R/I
<ul style="list-style-type: none"> Seek support to overcome communication barriers with children and adults 	✓		A/R/I
<ul style="list-style-type: none"> Ability to consult with colleagues 	✓		A/R/I
<ul style="list-style-type: none"> Ability to produce clear and well-formatted documents 	✓		A/R/I
<ul style="list-style-type: none"> Ability to work under pressure to prioritise and meet deadlines 	✓		A/R/I
<ul style="list-style-type: none"> Ability to use initiative and work without direct supervision, taking responsibility for tasks 		✓	A/R/I
<ul style="list-style-type: none"> Understand and implement the school's behaviour for learning policy 	✓		I
<ul style="list-style-type: none"> Understand and support the differences in children and adults and respond appropriately 	✓		A/R/I
<ul style="list-style-type: none"> Basic understanding of the learning experience provided by the school 		✓	I
<ul style="list-style-type: none"> Basic understanding of the way in which children develop 		✓	I
<ul style="list-style-type: none"> Understand the importance of physical and emotional wellbeing 	✓		I

• Good organisational skills	✓		A/I
Personal	Essential	Desirable	MOA*
• Commitment to the safeguarding of children and following relevant policies	✓		A/R/I
• A team player who is willing to go beyond their own responsibilities to help others at busy times	✓		A/R/I
• Awareness of and commitment to equality	✓		A/R/I
• High expectations of self and others	✓		A/R/I
• Ability to prioritise time effectively and work to deadlines	✓		A/R/I
• Able to work well individually and within a team	✓		A/R/I
• Self-motivated and able to work on initiative	✓		A/R/I
• Approachable and flexible	✓		A/R/I

Method of Assessment (MOA) Key:

A=Application; I=Interview; R=Reference Q=Qualifications T=Task

GREATER THAN THE SUM OF ITS PARTS