

GLF Schools - Person Specification

Job Title: Nursery Administrator		
	Essential	Desirable
Education and Training		
Good General Education including English and Maths at GCSE or equivalent	√	
Experience & Skills		
Experience of working in a school/nursery setting		√
Appropriate experience in administration	√	
Advance IT skills	√	
Able to plan and prioritise regular and irregular tasks	√	
Able to follow instructions	√	
Personal Attributes		
An effective communicator	√	
Ability to remain professional and maintain confidentiality at all times	√	
Good time management	√	
Flexible working and ability to multi-task	√	
Calm in a crisis	√	
Uses own initiative	√	
Trustworthy and approachable	√	
Proven track record of working within a team	√	
Able to interact effectively with staff, parents, children and outside agencies	√	
Efficient, organised and meticulous	√	
Keen to develop the role		√
Passionate about positively changing the lives of children/students	√	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line the GLF Safeguarding and Child Protection policy and the GLF Staff code of Conduct	√	
Safeguarding		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.		

