



AMBITION & OPPORTUNITY FOR ALL
THE FITZWIMARC SCHOOL

PERSON SPECIFICATION – ADMINISTRATOR

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> GCSE English & Maths grade C or above (or equivalent) Experience of administrative work in a busy office environment. Working effectively as part of a team 	<ul style="list-style-type: none"> Previous experience of working in a school office or with young people Experience maintaining and updating Management Information Systems (MIS)
KNOWLEDGE	<ul style="list-style-type: none"> Excellent working knowledge of ICT packages – Microsoft Word, Excel, Outlook Understand and comply with procedures and legislation relating to confidentiality and data protection Understanding of Safeguarding and child protection procedures Public facing role - candidate must speak fluent English 	<ul style="list-style-type: none"> General understanding of the operation of a school and school procedures/policies Awareness of marketing or fundraising processes in a school or charity environment.
SKILLS	<ul style="list-style-type: none"> Strong digital and technical skills, with high confidence in using IT systems, data entry and managing digital communications. Excellent organisational skills with the ability to prioritise workload and meet deadlines. Good interpersonal skills to build effective relationships with colleagues, students and their families Strong oral communication skills – able to exchange information clearly and accurately Ability to work on own initiative Ability to work methodically and good attention to detail. 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> Friendly, approachable, and professional when dealing with all stakeholders. Flexible and adaptable to changing needs and priorities. Ability to work effectively both independently and as part of a team. Commitment to personal development and learning new skills. 	<ul style="list-style-type: none"> Ability to manage difficult or controversial exchanges Creative approach to problem-solving and improving administrative processes.
STATUTORY/LEGAL	<ul style="list-style-type: none"> Legal, statutory and regulatory requirements including an enhanced DBS. 	

