

School Administrator

Person Specification

	JOB REQUIREMENTS	Essential	Preferred	Assessed
Qualifications and experience	GCSE/CSE (or equivalent) in English and Maths, grade C or above	✓		A
	Experience of working in an office environment in an administrative role	✓		A, I
	Experience of working in a role with responsibility for small amounts of cash handling and invoice processing		✓	A, I
	Evidence of recent or ongoing CPD	✓		A, I
	Experience of working in a school environment		✓	A
	Good understanding of the different organisational departments and functions within a school	✓		A, I
	First Aid qualification		✓	A
	Demonstrable experience of completing a wide range of administrative tasks with accuracy and speed, including: <ul style="list-style-type: none"> - Word and data processing - Collation of information and production of reports - Managing spreadsheets - Prioritisation of workload - Filing 	✓ ✓ ✓ ✓	✓	A, I
	Excellent ICT skills including a good working knowledge of computer software packages including Microsoft Word, Excel and Outlook	✓		A, I
Supervision / Management and decision making	Knowledge of SIMs software		✓	A, I
	Responsible for high standards of customer care	✓		A, I
	Responsible for providing information and advice	✓		A, I
	Responsible for acting semi-autonomously with little supervision	✓		A, I
	JOB COMPETENCIES			
Working with people	High standard of written and oral communication skills	✓		A, I
	Uses a range of communication skills effectively and responds appropriately and professionally to a range of stakeholders (parents, governors, staff, students and outside agencies)	✓		I
	Builds good relationships with people and cares for others	✓		I
	Shows respect and sensitivity towards cultural, religious, social and academic differences and overcomes barriers to understanding	✓		I
	Ability to deal with contentious, sensitive or difficult situations and diffuse challenging behaviour	✓		I
	Maintains a high degree of confidentiality	✓		A, I

Analysing and interpreting	Ability to analyse numerical data, verbal data and other sources of information	✓		I
	Demonstrable experience of report writing and data analysis		✓	A, I
	Applies own expertise effectively and quickly learns new technology	✓		A, I
Organising and executing – Planning and organising	Focuses on customer needs and satisfaction and works in a systematic, methodical and orderly way	✓		A, I
	Evidence of ability to prioritise workload of self and others (including diary management)	✓		A, I
	Able to use initiative and seek solutions to problems	✓		I
Following instructions and procedures	Understands and complies with the legal obligations and safety requirements of the role		✓	A, I
	Appropriately follows policies and procedures	✓		I
	Keeps to agreed schedules of work and arrives punctually for work and meetings	✓		A, I
	Appropriately follows instructions and demonstrates an ability to adapt and respond to changing circumstances	✓		I
Adapting and coping – Coping with pressures and setbacks	Ability to work independently and achieve administration tasks whilst frequently interrupted in a busy work environment	✓		A, I
	Handles constructive feedback well and learns from it		✓	I
	Ability to maintain a calm approach and work effectively under pressure. Keeps emotions under control during difficult situations	✓		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>)	✓		
	Willingness to undertake Child Protection training when required	✓		I

* A = by application, I = assessed on Interview Day