

# COLSTON'S

INDEPENDENT CO-EDUCATION  
FROM NURSERY TO SIXTH FORM

## Senior Administrator (Lower School) - Person Specification

| Person Specification   | Essential | Desirable |
|--|-----------|-----------|
| <b>Qualifications</b>  |           |           |
| A level (Level 3) qualifications or equivalent   | √         |           |
| GCSE level in Maths and English (Grades A – C) or equivalent   | √         |           |
| HND level qualification or equivalent  |           | √         |
| First Aid qualification  |           | √         |
| <b>Experience and knowledge</b>  |           |           |
| Experience in a customer focused environment.  | √         |           |
| Excellent verbal and written communication skills and an eye for detail/previous proof-reading experience.   | √         |           |
| Office administration abilities including Microsoft packages e.g. Word, Excel, Outlook and SharePoint.   | √         |           |
| Experience of office management including: diary management, post, stationery.   | √         |           |
| Previous experience of school databases e.g. SIMS.   |           | √         |
| Experience of pupil registration, recording attendance and parent communications.  |           | √         |
| Experience in events planning and co-ordination.   |           | √         |
| An understanding of fire, health and safety and safeguarding regulations and requirements in schools.  |           | √         |
| <b>Skills and Abilities</b>  |           |           |
| A welcoming and engaging personality with excellent interpersonal skills.  | √         |           |
| A professional and helpful telephone manner, and the ability to confidently welcome and communicate with parents, pupils, staff and visitors.  | √         |           |
| An initiative to work efficiently and independently when required, and willingness to make administrative decisions based on a broad understanding of relevant policies or operational requirements. | √         |           |
| An ability to work well under pressure and prioritise multiple tasks effectively, whilst maintaining a high level of professionalism.  | √         |           |
| Agility to adapt to new processes as they evolve (eg. SIMS or other software systems)  | √         |           |
| Respect confidentiality and demonstrate diplomacy and tact, when dealing with sensitive issues.  | √         |           |
| Adaptability to work as part of a team and independently   | √         |           |
| Smart professional appearance.   |           | √         |

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**In addition to the above, the successful applicant will be expected:**

- To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with.
- To be supportive of and committed to the School's policies on Child Protection.
- To be supportive of the School's policies on Equal Opportunities.
- To be mindful of their personal responsibilities relating to Safety, Health and the Environment.
- Work in accordance with GDPR and confidentiality policies and procedures.