

## School Administrator (Temporary)

### Aureus School - Person Specification

Position: School Administrator (Temporary)	Essential	Desirable
<b>Professional and Experience</b>		
Experience of working in a school office		√
Experience of working in an administrative role, providing in-depth administrative support to a wide range of colleagues	√	
Experience of working with data and the need for accuracy and attention to detail	√	
<b>Knowledge and Skills</b>		
ICT skills – Proficient in using Microsoft Excel & Word	√	
ICT skills - Familiarity with SIMS, Google Drive, Powerpoint and other packages		√
Effective and clear communication skills both written and verbal	√	
Good administration skills	√	
Knowledge of a variety of ICT systems including: Excel; Word; a good working knowledge of mail merge; the manipulation of data within spreadsheets	√	
Able to work to deadlines, use own initiative and keep line manager appraised	√	
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required	√	
Ability to work independently, demonstrating initiative	√	
Receptive to new ideas, approaches and challenges	√	
<b>Qualifications</b>		
GCSE / O' Level C grade or higher (or equivalent) in Maths and English	√	
<b>Personal Attributes</b>		
Pleasant and welcoming manner	√	
Excellent interpersonal skills	√	
Ability to develop efficient record keeping systems	√	
Excellent time keeping and pattern of attendance	√	
Personal integrity and loyalty, remaining confidential at all times	√	
Ability to work constructively as part of a team	√	
Enthusiasm, drive and a love for the job	√	
Ability to demonstrate resilience	√	
Ability to deal sensitively and in confidence with a wide range of issues	√	
Ability to work methodically, ensuring attention to detail	√	