

**HAYDON SCHOOL**  
**PERSON SPECIFICATION – ADMINISTRATOR**

Attributes	Essential / Desirable	How Identified
<b><u>Qualifications</u></b>		
At least five GCSE Grade C, English, Maths or equivalent or a Vocational qualification;	Essential	Certificate / Application
A degree level education relevant to the role	Desirable	Application / Interview
Excellent communication and numeric skills	Essential	Application/Interview
<b><u>Experience and associated skills</u></b>		
Positive, can do attitude	Essential	Reference / Interview
Experience of working with people in a variety of contexts	Essential	Reference / Interview
Experience of using databases and various software packages	Essential	Application / Interview
Very confident with Word and Excel	Essential	Application / Interview
Confidentiality	Essential	Application / Interview
Administration experience	Essential	Application / Interview
<b><u>Other relevant experience and training</u></b>		
Ability to demonstrate a willingness to improve own practices and methodologies	Essential	Application/ Interview
<b><u>Personal skills and specialist knowledge</u></b>		
Good record of health, attendance and punctuality	Essential	Interview/Reference
Ability to improve existing practice	Essential	Interview/Reference
Ability to communicate effectively with internal and external stakeholders	Essential	Interview/Reference
Ability to manage working time effectively and to develop professionally	Essential	Application / Interview
Confident to challenge the status quo	Essential	Application / Interview
Organisational skills	Essential	Application / Interview
Solution focused, can do attitude	Essential	Application / Interview

**DATE: JANUARY 2025**