

Person Specification

Administrator

This specification is used to guide selection and gives an outline of the type of person and the characteristics needed to fulfil this role.

Essential – without which the candidate would be rejected

Desirable – useful for choosing between two good candidates

Essential	Desirable
Qualifications & Professional or Vocational Training <ul style="list-style-type: none"> Possess, or working towards levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2 (or by test). 	NVQ in Administration
Relevant experience & knowledge <ul style="list-style-type: none"> A minimum of 6 months experience of working within an administration setting Experience of providing an exceptional level of customer service A minimum of 6 months experience of working in a team 	<ul style="list-style-type: none"> Experience of working in a school Experience of working with young children
Skills & Abilities <ul style="list-style-type: none"> Excellent PC skills including Microsoft office Excellent verbal and written communication skills Strong interpersonal skills Ability to rapidly build strong working relationships with young children and their parents/carers Awareness of confidentiality Able to prioritise workload Exceptional organisational skills and accuracy Flexible approach to working hours and duties Ability to supervise children effectively in line with the Academy's policies 	<ul style="list-style-type: none"> Experience in using SIMS Experience of ParentPay

<p>Attitude & Motivation</p> <ul style="list-style-type: none"> • Demonstrate a willingness to learn more about the teaching and learning of young children • Proactive approach to work • 'Can do' attitude towards work requests • Willing to comply and actively implement the Academy's equal opportunities policy • Willing to participate in training and development activities • Willing to adapt to change 	
<p>Personality</p> <ul style="list-style-type: none"> • Confident • Personable • Professional • Approachable 	