



Person Specification Administrator

	Essential	Desirable	Methods of Assessment
Qualifications	<ul style="list-style-type: none"> A minimum of 5 GCSE's (or equivalent) to include English & Maths at Grade C 	<ul style="list-style-type: none"> Evidence of Further Education such as A Levels or equivalent; accredited learning relevant to the post 	<ul style="list-style-type: none"> Application Qualifications
Experience	<ul style="list-style-type: none"> Experience of working within a busy, diverse environment Demonstrable experience in administration procedures 	<ul style="list-style-type: none"> Experience of using Arbor & Parentpay Experience of working in an educational environment 	<ul style="list-style-type: none"> Application References Interview
Knowledge	<ul style="list-style-type: none"> Knowledge of Microsoft applications i.e. Outlook, Word and Excel. 	<ul style="list-style-type: none"> Knowledge of other Microsoft applications e.g. PowerPoint 	<ul style="list-style-type: none"> Application References Interview
Skills & Abilities	<ul style="list-style-type: none"> Good general communication skills Good telephone manner Good organisational skills – able to prioritise workload Able to identify customers' needs quickly and deal effectively with enquiries Tact, diplomacy, confidentiality and sensitivity Ability to set up and maintain record and filing systems An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary To be able to work under pressure including interruptions and conflicting demands on time Able to respond quickly to unexpected problems 		<ul style="list-style-type: none"> Application References Interview
Other	<ul style="list-style-type: none"> A flexible approach to work A sense of responsibility Integrity Commitment to inclusion To undergo an enhanced DBS check 	<ul style="list-style-type: none"> Full Driver's Licence 	<ul style="list-style-type: none"> Interview