



Person Specification EDWARD BETHAM SCHOOL ADMINISTRATOR

Job Title: School Administrator **Grade: 5**

Line Manager: School Business Manager

Essential Requirements

Education and Experience

- a) Several years' administration experience
- b) Excellent literacy/numeracy skills (written & oral)
- c) Proficient ICT skills
- d) Evidence of continuing and relevant professional development.

Knowledge, Skills and Abilities

- e) Up to date knowledge of current practice relevant to the role of School Administrator
 - f) Willingness to undertake SIMS training
 - g) Ability to use initiative , solve problems and seek solutions in a positive, collegiate manner
 - h) Ability to work constructively and flexibly both independently and with colleagues
 - i) Excellent communication skills
 - j) Ability to interpret information and devise and develop policy and working practice (own and that of others)
 - k) Ability to set priorities to effectively manage work-load and meet agreed deadlines
 - l) Ability and willingness to self-evaluate learning needs and actively seek learning opportunities.
 - m) Ability and willingness to support team members to ensure positive and effective workplace environment
 - n) Willingness to support the school's Christian ethos
 - o) Understanding of responsibility for promoting and safeguarding the welfare of children and young people within the school.
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