

Person Specification – Administrator / PA

The successful candidate will be required to provide administrative support. He or she will be expected to communicate with parents and represent the welcoming and open-door ethos of the school. Attendance at staff meetings and other specified after-school events will form a part of the contractual hours of duty.

Qualifications & Experience

- Excellent written and oral English
- Strong secretarial and computer skills, including Microsoft Office suite

Competences and Qualities

The successful candidate will be expected to have:

- The suitability to work with children*
- A commitment to promoting and safeguarding the welfare of children and young people
- Personal concern and interest in welfare and development of children
- Have a natural and warm manner with children and colleagues
- Good communication skills – the ability to listen and communicate ideas to pupils is essential, as is the ability to liaise with parents and colleagues
- Initiative and problem-solving skills – the ability to work on their own initiative, prioritise and manage their own workload and analyse the problems and issues presented to them
- Good team working skills – it is essential to be able to work with colleagues cooperatively
- Flexibility – it is important to be able to respond to the needs of children and adapt or change plans accordingly
- A positive, energetic and enthusiastic outlook and a commitment to supporting the wider life of the school such as the School Fair
- Demonstrate good organisation and have high expectations of achievement and behaviour
- Demonstrate professionalism, loyalty, integrity and diplomacy when dealing with others
- Sense of humour

** The interview will also explore issues relating to safeguarding and promoting the welfare of children.*