



Person Specification: School Administrator/Receptionist

Education and Training	E	D	Evidenced
English and Maths at GCSE grade C or equivalent	*		A
Evidence of recent continued professional development		*	A
Experience	E	D	Evidenced
Experience: at least one year working in school administration		*	A/R
Experience: of providing high level support in a busy, sensitive environment	*		A/I/R
Experience: managing sensitive and confidential information		*	A/I/R
Experience: of using a wide range of office equipment and ICT software and information systems in an administrative environment		*	A/I/R
Knowledge and understanding	E	D	Evidenced
Knowledge of and commitment to school policies including Safeguarding, Health and Safety and Equal Opportunities		*	A
Good understanding of issues facing schools and the administrative provision they necessitate		*	A/I
Working knowledge of Microsoft Word, Excel, PowerPoint	*		A
Working knowledge of SIMS		*	A
Skills, abilities and attributes	E	D	Evidenced
Excellent written and oral communication skills	*		A/I/R
Self-starter, work on own initiative, strong organisational skills	*		I/R
Ability to establish priorities, manage conflicting priorities and to meet agreed targets and deadlines	*		I/R
Well-developed interpersonal skills	*		I/R
Ability to communicate effectively and to build positive relationships with all stakeholders	*		A/R
Integrity, sound professional judgement, ability to maintain confidentiality and loyalty	*		A/R
Clear commitment to the team approach; able to exchange ideas and provide support for colleagues	*		A/I/R
Ability to check and meticulously manage school data	*		A/I/R
Demonstrates an attention to detail and an ability to stick at routine tasks	*		A/I/R
Willingness to carry out duties beyond the job description when occasion demands	*		A/I
Willingness to participate in relevant training and development	*		A/I/R
Enthusiastic, hardworking and assertive	*		A/I/R

E = Essential D = Desirable I = Interview A = Application R = Reference