**Person Specification – Administrator**

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|  | **Essential** | **Desirable** |
| Education and Training | * Good numeracy/literacy skills * Good general education |  |
| Experiences & Achievements | * Experience of working in an office environment * Experience of organising and recording the outcomes of meetings/events * Experience of recording meetings through detailed minutes | * Experience of working in a Secondary School * Experience of managing sensitive and confidential information |
| Skills | * Ability to act proactively with confident approach * Excellent interpersonal skills and telephone manner * Excellent written and oral communicator * Good keyboard skills * Excellent organisational skills with the ability to meticulously maintain up-to-date filing systems * Ability to use initiative appropriately * to work quickly and accurately to deadlines. * Ability to show attention to detail | * Knowledge of Microsoft 365 * Experience of School information and Management systems. |
| Personal Attributes | * Ability to work flexibly in order to meet the demands of the job at particular times of the year * Enthusiastic, hardworking and assertive * Good attendance and timekeeping record * A willingness to actively improve yourself by developing new skills and knowledge, and learning from past experience. * Flexible and adaptable. * Sense of humour. |  |