The King's School
Person Specification

ADMINISTRATOR			
CATEGORY	**ESSENTIAL**	**DESIRABLE**	**EVIDENCE**
Education/Training/ Qualifications	▪ English at GCSE grade C or equivalent. ▪ Mathematics at GCSE grade C or equivalent. ▪ A commitment to professional development.	▪ Basic IT qualifications or experience. ▪ SIMS (School Information Management System) training. ▪ Competent with Office 365.	Application
Experience	▪ Working in a people-centred environment and as part of a team. ▪ Working with data. ▪ Working with different IT systems. ▪ Working to externally set deadlines.	▪ Working in a school setting. ▪ Proofreading.	Application and references
Knowledge/Skills	▪ Highly organised. ▪ Excellent attention to detail. ▪ Good communication skills, both verbal and written in a variety of situations. ▪ Calm under pressure. ▪ Approachable. ▪ Ability to work as part of a team but can also work on own initiative. ▪ Adaptable and flexible approach to the job roles and responsibilities.	▪ Knowledge of the school census. ▪ An understanding of school reporting. ▪ The ability to support others in their organisation.	Application, interview and references

Safeguarding the students is of the highest importance to us – **all staff will require enhanced DBS disclosure**.