School Administrator Person Specification

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|  | Essential | Desirable | Evidenced by |
| Qualifications. | Good standard of English and Mathematics | GCSE Grade C or equivalent in English and Maths.  Relevant qualification in office administration. | Application Form Certificates |
| Experience | Experience of working in a busy office environment. | Previous experience of working in a busy school office. | Application form |
| Knowledge and Skills | Confident in the use of ICT for administration purposes.  Ability to use full range of Microsoft Office applications. Good keyboard skills.  Ability to work accurately under pressure to meet deadlines.  Ability to multi-task and prioritise workload to meet the needs of the school.  Ability to work within the school’s set policies and procedures, including Health & Safety and Safeguarding. Ability to use own initiative to solve problems. | Ability to use Pupil MIS RM Integris. | Application form Interview |
| Personal Qualities | Excellent interpersonal skills [written and oral] to positively interact with a range of stakeholders. Commitment to promote safeguarding and welfare of children in school. Commitment to maintaining a welcoming, positive environment. Organisational skills.  Ability to remain calm in a pressured environment. Awareness of confidentiality and the ability to deal appropriately with sensitive and difficult situations. Committed to working as a team. Willingness to reflect on own practice to continually improve performance.  A commitment to continuing professional development. Positive attitude. Sense of humour. | Willingness to become involved in the extra-curricular life of the school. | Application form Interview  In tray exercises |