**Administrator (Personnel) - Person Specification**

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| **Category** | **Essential** | **Desirable** | **How Identified** |
| **Education & qualifications** | * 5+ GCSE at grade C or above (or equivalent)
 | * Qualifications at A level or higher
 | * Application form
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| **Experience** | * Experience of working in a busy environment and meeting tight deadlines
* Experience of using Microsoft Office software
* Experience of completing administrative tasks
 | * Experience of working in a secondary school
* Experience completing a wide variety of administrative tasks
 | * Application form
* Interview
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| **Skills and abilities** | * Ability to learn quickly and work flexibly
* Effective communication skills both written and oral
* Ability to communicate effectively with a range of people
* Strong ICT skills and ability to use Microsoft Office to maintain records, databases and spreadsheets accurately.
* Ability to work calmly and efficiently under pressure
* Ability to prioritise workload and meet tight deadlines reliably.
 | * A keen eye for detail and a meticulous approach
* Ability to enforce deadlines without creating disharmony
 | * References
* Letter of application
* Interview
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| **Knowledge and understanding** | * Wide knowledge and understanding of range of software packages
* Understanding of administrative systems and record keeping
* Understanding of confidentiality issues and GDPR
* Understanding of Safeguarding and Child Protection.
 | * Knowledge of SIMS software
 | * References
* Letter of application
* Interview
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| **Motivation and Personality** | * Stamina, resilience, and an ability to meet deadlines under pressure
* A willingness to ‘go the extra mile’ when necessary
* A good team player
* Systematic and reliable
* Good sense of humour.
 |  | * References
* Letter of application
* Interview
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