**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 |
| **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 |
| **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 |
| **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 |
| **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 |