

**JOB TITLE: School Administrator (Pupils)**

Qualities	Essential	Desirable	Evidence
<b>Qualifications and Experience</b>			
<b>Education and Training</b>			
English Maths and ICT GCSE A-C or equivalent	X		A
National occupational standards (NOS) in business and administration or ICT level 2	X		A
National occupational standards (NOS) in business and administration or ICT level 3		X	A
Specialist skills/training in curriculum or learning e.g. bi-lingual, sign language, ICT, First Aid etc. (Slovak, Urdu, Polish, Punjabi)		X	A
<b>Experience</b>			
Previous Business Administration experience or evidence of voluntary help in an office, ideally in a school.	X		A/I
Up to date knowledge of ICT software applications to support learning and management within a school environment. Knowledge / skills equivalent to national qualifications level 2.	X		A/I
Working to a deadline whilst maintaining accuracy efficiency and level of service to school	X		A/I
Experience completing and submitting official returns, such as a census return.		x	
<b>Specific Skills</b>			
<b>Communication</b>			
Ability to form and maintain appropriate professional relationships with children, teachers, support staff, parents/carers, governors, external professionals and agencies.	X		A/I
Ability to maintain website, policies, Management Information Systems in line with school policies and procedures.	X		A/I
Excellent Communication skills both written and spoken	X		A/I

Ability to support bilingual/multilingual pupils/parents if required.		X	A/I
<b>Professional Development</b>			
Constantly improve own practice/knowledge through self-evaluation, appraisal and learning with/from others.		X	A/I
Willingness to participate in all forms of professional development.	X		A/I
<b>Personal qualities</b>			
Friendly, professional, smart and flexible.	X		A/I
Commitment to equalities issues and to social inclusion.	X		A/I
Ability to work independently (with appropriate supervision) and as part of a team.	X		A/I
Ability to work effectively with Office Administration Team /other adults and children within the school and external agencies	X		A/I
<b>Other</b>			
Being available for attending whole school events such as sports days, parent evenings and performances as required.	X		I
Being responsible for the safeguarding, health, safety and welfare of self, staff, visitors and children	X		A/I
Good work record Satisfactory references DBS clearance	X		