**Person Specification – Senior Administrator**

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|  | **Essential** | **Desirable** |
| Education and Training | * Good numeracy/literacy skills
* Good general education
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| Experiences & Achievements | * Experience of working in an office environment
* Experience of organising and recording the outcomes of meetings/events
* Experience of recording meetings through detailed minutes
 | * Experience of working in a Secondary School
* Experience of managing sensitive and confidential information
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| Skills | * Ability to act proactively with confident approach
* Excellent interpersonal skills and telephone manner
* Excellent written and oral communicator
* Good keyboard skills
* Excellent organisational skills with the ability to meticulously maintain up-to-date filing systems
* Ability to use initiative appropriately
* to work quickly and accurately to deadlines.
* Ability to show attention to detail
 | * Knowledge of Microsoft 365
* Experience of School information and Management systems.
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| Personal Attributes | * Ability to work flexibly in order to meet the demands of the job at particular times of the year
* Enthusiastic, hardworking and assertive
* Good attendance and timekeeping record
* A willingness to actively improve yourself by developing new skills and knowledge, and learning from past experience.
* Flexible and adaptable.
* Sense of humour.
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