

# Person Specification

## School Administration Officer 1

South Shore Academy  
Salary: NJC Pay Scale Grade D 7 - 11  
Reporting to: School Administration Manager  
Deployed by: Head of School

Prepared by:	Neil Kay	Approved by:	Laura Wright-Dixon
Prepared on:	14/04/2025	Approved on:	21/04/2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	South Shore Academy
Reviewed on:	15/04/2025	Applicable Terms	The Green Book

Selection decisions will be based on the criteria outlined in this person specification. At each stage of the recruitment process, the appointment panel will assess the extent to which candidates meet the criteria and demonstrate their ability to carry out the duties set out in the job description.

Candidates who do not meet all of the essential criteria will not be considered for appointment.

A range of assessment methods will be used to determine each candidate's suitability for the role. These may include (but are not limited to) the application form, supporting statement, interview tasks, formal interview, and references.

The successful applicant will be required to safeguard and promote the welfare of children and young people, and must demonstrate this commitment throughout the recruitment process and in their day-to-day work.

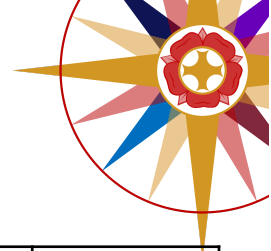
### [A] Qualifications

	Qualification requirements	Essential/ Desirable
A1	NVQ level 2 or equivalent	E
A2	GCSE (Grade C or above) in English and Maths or Level 2/equivalent qualification	E
A3	Relevant CPD	D
A4	Relevant further or higher education / training	D

### [B] Experience

	Qualification requirements	Essential/ Desirable
B1	Values driven	E





B2	Previous experience with behaviour/ attendance or mental health work	E
B3	Experience of working as a team	E
B4	Working in a disadvantaged or high deprivation	D
B5	Working in a school	D
B6	Working with families	D
B7	Providing administrative support to senior managers	D

### [C] Knowledge, Skills & Abilities

		Essential/ Desirable
C1	Microsoft Office, especially Excel, word and google drive	E
C2	Efficient administrator	E
C3	Prioritise and work to deadlines	E
C4	Maintain high levels of accuracy	E
C5	Strong organisational skills	E
C6	Effective communication	E
C7	Maintain confidentiality and discretion at all times	E
C8	Ability to work sympathetically yet firmly and purposefully with challenging young people.	E
C9	A well-developed understanding of strategies to manage and support young people with challenges in a school environment.	E
C10	Commitment to safeguarding	E
C11	Understanding of what makes a Cidari academy different and successful	D
C12	Understanding of national issues facing schools	D



C13	Work with different agencies to improve student attendance	D
C14	Motivate and supervise others	D

## [D] Other / Personal Qualities

		Essential/ Desirable
D1	Strong moral purpose and drive for improvement	E
D2	Mission-aligned and values-led	E
D3	Motivated, enthusiastic, and flexible	E
D4	Humble, kind, and resilient	E
D5	Excellent interpersonal skills	E
D6	Ability to give, receive and act on feedback	E
D7	Strong attention to detail and clarity	E
D8	Ability to work under pressure	E

## [E] Safeguarding

		Essential/ Desirable
E1	Displays commitment to the protection and safeguarding of children and young people	E
E2	The ability to form and maintain appropriate relationships and personal boundaries with young people	E
E3	Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	E
E4	Will cooperate and work with relevant agencies to protect young people	E

## [F] Confidential References

F1	Positive recommendation from all referees, including current employer	E
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## [G] Application Form and Supporting Statement

Applications will only be accepted when using a Cidari online application form through the designated recruitment platform. The supporting letter/ statement must be submitted as a PDF with a font size no smaller than 11pts and limited to 3 pages. It should be clear, concise and related to the job description and person specification. It should have particular reference to your own experience explaining how as an associate member of staff you will motivate and work with others to create and sustain a school vision and positive ethos that will also add value to the development of wider Trust.

