

Person Specification: School Administrator (Grade 2)

Category	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • A* - C in GCSE English or equivalent 	<ul style="list-style-type: none"> • Other relevant training
Experience	<ul style="list-style-type: none"> • Experience in a general administration environment • Experience of using Microsoft Word and other Office software packages • Experience of reception work. 	<ul style="list-style-type: none"> • Experience of working in a school setting • Experience of using a school Management Information System (MIS)
Skills and Abilities	<ul style="list-style-type: none"> • Able to communicate effectively and accurately both verbally and in writing • Able to communicate in a clear, concise and friendly manner both on the telephone and face to face • Able to complete work to the required standards of accuracy and presentation • Able to model the school/Trust values and aims as first point of contact for the school • Able to follow set procedures • Able to develop and maintain effective working relationships with a wide range of people • Able to work on own initiative with minimum support • Proven organisational skills • Possess excellent word processing/typing skills • Able to maintain confidentiality at all times • Able to work under pressure • Able to work effectively as part of a team 	
Training	<ul style="list-style-type: none"> • Willingness to participate in further training and developmental opportunities offered by the PACT to further knowledge 	
Suitability to work with children	<ul style="list-style-type: none"> • Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with • Not barred from working with children 	