

Person Specification: School Administrator (Grade 2)

Method of Assessment (M.O.A.)

AF = Application Form; I = Interview; T = Test or Exercise; P = Presentation

CRITERIA	ESSENTIAL	DESIRABLE	MOA
EXPERIENCE (Relevant work and other experience)	Experience in a general administration environment	Experience of working in a school setting	AF/I
	Experience of using Microsoft Word and other Office software packages	Experience of using a school Management Information System (MIS)	AF/I
	Experience of reception work		AF/I
SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public)	Able to communicate effectively and accurately both verbally and in writing		AF/I/T
	Able to communicate in a clear, concise and friendly manner both on the telephone and face to face		AF/I/T
	Able to complete work to the required standards of accuracy and presentation		AF/I/T
	Able to model the school/Trust values and aims as first point of contact for the school		AF/I/T
	Able to follow set procedures		AF/I/T
	Able to develop and maintain effective working relationships with a wide range of people		AF/I
	Able to work on own initiative with minimum support		AF/I
	Proven organisational skills		AF/I
	Possess excellent word processing/typing skills		AF/I/T
	Able to maintain confidentiality at all times		AF/I
	Able to work under pressure		AF/I/T
	Able to work effectively as part of a team		AF/I
TRAINING	Willing to undertake job related training		AF/I
EDUCATION/	A* - C in GCSE English or equivalent		AF/I

QUALIFICATIONS NB Full regard must be paid to overseas qualifications			
OTHER	Full UK Driving License		AF

The PACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

“This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role”