

Person Specification- School Administrator

	ESSENTIAL	DESIRABLE
Qualifications & training	<ul style="list-style-type: none"> • Either English or maths GCSE graded A*-C/9-4 or equivalent. • good communication skills, both verbal and written 	<p>Either English and Maths GCSE graded A*-C/9-4 or equivalent.</p>
Experience	<ul style="list-style-type: none"> • Knowledge of other school systems • Experience of using Arbor • Experience of working successfully and co-operating as a member of a team 	<ul style="list-style-type: none"> • Experience of undertaking a range of administrative tasks • Office experience
Professional Values	<ul style="list-style-type: none"> • Confidential • Wish to work within a School and be sympathetic to the school's ethos and aims and meet the expectations of the school's governing body • Establish and maintain good professional relationships with pupils, parents and colleagues 	<ul style="list-style-type: none"> • Experience of being with children or adults with special educational needs or disabilities
Knowledge and understanding	<ul style="list-style-type: none"> • Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion • Have confident IT skills including Word, Excel, email and database programs 	
Skills	<ul style="list-style-type: none"> • To be able to deal with regular interruptions • Establish and develop appropriate relationships with parents and governors • Communicate effectively (both verbally and in writing) at all levels e.g. pupils, staff, parents, visitors • Promote a positive working environment • Be able to work under pressure • Produce accurate work • Ability to work with minimal supervision and to act on own initiative 	<ul style="list-style-type: none"> • Be able to prioritise workloads • Problem solving