

## PERSON SPECIFICATION

**Job Title: School Administrator**

**Salary: Grade 2**

### Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

CRITERIA	ESSENTIAL	DESIRABLE	MOA
<b>EXPERIENCE</b> (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
<b>SKILLS AND ABILITIES</b> (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	

<b>TRAINING</b>	Willing to undertake job related training		AF/I
<b>EDUCATION/ QUALIFICATIONS</b> NB Full regard must be paid to overseas qualifications	A* - C in GCSE English or equivalent		AF/I
<b>OTHER</b>			

**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”**