



PERSON SPECIFICATION Grade 3

Post: School Administrator

Closing Date: 9am 11th November 2024

	Essential	Desirable	Possible Evidence
Qualifications and Experience	Experience in an office environment Experience of a public-facing role Good IT skills. Knowledge of all main Microsoft Office Packages	1-3 years administrative experience Financial understanding Experience of working in a school environment Understanding of school policies and procedures Understanding of school system – Sims.net	Application Form Copies of certificates Letter of application Portfolio
Knowledge, Understanding & Skills	Good standard of English and maths Understanding of the importance of the 'Keeping Children Safe in Education' Demonstrate the ability to learn and adapt from past experience Able to meet deadlines	GCSE English and maths or equivalent Anticipates and pre-empts problems based on knowledge and experience	Application form Letter of application Portfolio Interview
Personal Skills	Communicate effectively with pupils, parents & colleagues Is willing to accept consequences of own actions Understands diversity and treats everyone in the school community with respect Supports colleagues and willingly offers appropriate advice and assistance Be versatile Excellent interpersonal skills Highly professional	Sociable & outgoing Takes an interest in and is willing to support school events Sense of humour	Application form Letter of application Portfolio Interview
Other Personal Qualities	Able to maintain confidentiality Self-evaluative, positive & adaptable to changing circumstances & new ideas Able to use initiative Possess good organisational skills Be a confident person Smart appearance	Proactive in offering ideas	Application form Letter of application Portfolio Interview