

MOTTRAM ST. ANDREW PRIMARY ACADEMY

PERSON SPECIFICATION SCHOOL ADMINISTRATOR



	Essential	Desirable
Experience	Experience of working in an office as part of a team.	Any experience of working in a school.
Knowledge and understanding	<p>Good working knowledge of Word, Excel and email.</p> <p>Recognise the confidentiality of information in schools.</p> <p>Understand the importance of safeguarding procedures in school.</p> <p>Able to undertake training to quickly develop knowledge and understanding of:</p> <ul style="list-style-type: none"> • Systems used in school, including Arbor & School Spider 	<p>Any knowledge of the following would be beneficial:</p> <p>School management information systems</p> <p>School Spider Parent Portal</p> <p>Websites</p> <p>GDPR</p>
Skills	<p>Excellent organisational skills and the ability to multi-task.</p> <p>Able to work independently and with initiative.</p> <p>Communicate effectively in English, both written and verbally, and have good numerical skills.</p> <p>Able to relate well to children, being sensitive to their individual needs.</p> <p>Ability to work constructively as part of a team.</p> <p>Work accurately, paying close attention to detail.</p> <p>Interact with everyone in a positive and professional manner.</p>	
Personal characteristics	<p>A personality which would fit in easily with our existing staff team:</p> <ul style="list-style-type: none"> • Approachable • Enthusiastic • Self-motivated • Calm under pressure • Well-organised • Resilient • Patient 	