



**Person Specification for the post of School Administrator**

Specification	Essential	Desirable	How identified
<b>Education/ Training</b>	GCSE Grade C in English and Maths or equivalent. Appropriate experience in administration Excellent I.T. skills (Microsoft office, email, internet etc.)		Applicant's certificates  Work experience
<b>Experience</b>	Proven track record of working with a team Excellent verbal and written communication skills	Experience of working in a school setting Knowledge of MIS database Experience of administering and updating pupils records  Experience of writing IEP's	Contents of the Application Form  Interview Professional references
<b>Knowledge</b>	Interest/ willingness to work with children Computer literacy to a good level Willingness to learn/undertake training Understanding of and willingness to work within confidential climate	Knowledge of the code of practice	Contents of the Application Form Interview Professional references
<b>Skills/ Attributes</b>	Excellent communication and organisational skills Ability to work as a part of an effective team alongside young people and adults Ability to think ahead and work independently on own initiative as necessary Ability to prioritise tasks Accuracy and attention to detail Confidentiality Willingness to learn new skills and acquire new areas of knowledge Flexible working and ability to multi-task Calm in a crisis Ability to show initiative and to adapt to the changing needs of the department		Contents of the Application Form Interview Professional references
<b>Personal Qualities</b>	Initiative	Versatility	Contents of the Application Form

	<p>Able to interact effectively with staff, parents, students and outside agencies</p> <p>Efficient, organised and meticulous</p> <p>Discrete</p> <p>Understanding and sensitive to others</p> <p>Keen to develop the role</p>	<p>A warm and kind disposition and the ability to work well with others.</p> <p>Willingness to undertake job related training</p>	<p>Interview</p> <p>Professional references</p>
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