



School Administrator Person Specification		
CRITERIA	ESSENTIAL	DESIRABLE
FORMAL QUALIFICATIONS	Maths & English at Level 2 NVQ, or equivalent, to demonstrate the capacity to assimilate knowledge and manage complex processes.	ICT Qualification equivalent to at least Level 2
WORK RELATED EXPERIENCE AND ASSOCIATED VOCATIONAL TRAINING	Experience working in an office environment including dealing with the public and managing office routines and delivering a support service. Strong organisational skills to prioritise work and meet deadlines Data entry and manipulation	Previous experience as an administrator in a similar role or part of a role in another school or educational establishment Experience of supporting students in a school setting
OTHER RELEVANT EXPERIENCE		Experience of working with young people in either a paid or voluntary capacity
SPECIALIST KNOWLEDGE	Clear understanding of safeguarding protocols and thresholds	
JOB RELATED SKILLS	Efficient office and administrative skills Well-developed IT skills including a good working knowledge and experience of using spreadsheets Good customer care skills	Experience of working with the Google suite.
PERSONAL SKILLS	Ability to work in a way that promotes the safety and wellbeing of children and young people. Ability to work within a team Good interpersonal skills Excellent Time Management and multi-tasking skills An ability to work under pressure often to tight deadlines Accuracy and attention to detail	
SPECIAL WORKING CONDITIONS	A high level of tact and confidentiality Enhanced DBS/Barred list clearance	

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.