

Person Specification School Administrator



Attributes	Essential/ Desirable	Method of Assessment
Education/Qualifications		
Grade C/4 in English and Maths GCSE	Essential	Application form
NVQ Level 3 or equivalent	Desirable	Application form
Completion of other relevant courses / qualifications	Desirable	Application form
Experience		
Experience of inputting, extracting and analysing data accurately	Essential	Application form Interview
Experience of answering telephone enquiries, dealing with members of the public	Essential	Application form Interview
Experience of working with data/attendance/admissions	Desirable	Application form Interview
Experience of working in a school environment	Desirable	Application form
Experience of Arbor	Desirable	Application form
Training/Development		
Willingness to take part in relevant and appropriate training	Essential	Application form Interview
First Aid qualification	Desirable	Application form
Skills and Abilities		
Able to prioritise workload	Essential	Interview References
Good organisational and communication skills	Essential	Interview References
A methodical approach to work	Essential	Interview References
Able to operate as part of a team	Essential	Interview References
Able to inspire trust and confidence with parents/children and colleagues	Essential	Interview References
Able to use initiative	Essential	Interview References
Able to operate as part of a team	Essential	Interview References
Sound knowledge of Microsoft packages including word and excel	Essential	Application form Interview References
Able to work to deadlines	Essential	Application form Interview References
Accurate and efficient data processing skills	Essential	Interview References
Qualities		
High level of integrity and discretion	Essential	Interview
Warm, welcoming and professional manner	Essential	Interview References
Good sense of humour	Essential	Interview References
Reliability, honesty and trustworthiness	Essential	Application Form Interview References
A positive enthusiastic approach	Essential	Interview
Able to deal effectively with confidential and sensitive information	Essential	Application form Interview References
Flexibility/adaptability	Essential	Interview References

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Other Factors		
Eligibility to live and work in the United Kingdom,	Essential	Required document showing Right to Work in the UK or document for Asylum and Immigration Act.
Suitable to work with children	Essential	DBS Check
Hagley Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check.		