



Person Specification School Administrator

Job title:	School Administrator
School:	Pitmaston Primary School
Line manager:	School Business Manager
Hours:	37 hours a week term time only + 5 Training days + 2 weeks (205 days)

Essential Requirements

Education and Experience

- a) A significant level of experience in a school, local authority or similar setting.
- b) Excellent literacy/numeracy skills.
- c) High level of competence using the internet, word processing, data bases (this will be tested at interview).

Knowledge, Skills and Abilities

- d) Be up to date with current practice relevant to the role.
- e) Experienced in the management and use of Arbor is desirable
- f) To work constructively as a part of a team, understanding school roles and responsibilities and the post holder's position within these.
- g) Working knowledge of school parent payment software.
- h) To have excellent communication skills.
- i) Ability to interpret information and to devise policy/practices.
- j) The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines.
- k) Ability to relate well to children and adults.
- l) Evidence of continuing and relevant professional development.

Personal attributes

- m) To have excellent communication skills, both written and oral.
- n) To be well organised and have good interpersonal skills.
- o) To be reliable, honest, trustworthy, discrete and capable of handling confidential information and maintaining confidentiality.
- p) To be hard working and emotionally resilient, able to work under pressure, able to prioritise and flexible working to deadlines.