



Person Specification: School Administrator

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

Specification	Essential	Desirable
Qualifications and Experience, Knowledge, Skills and Abilities	<p>Good level of education to include Maths and English to Grade A – C or equivalent</p> <p>Excellent numeracy and literacy skills</p> <p>NVQ Level 3 or equivalent qualifications or experience in relevant discipline</p> <p>Ability to communicate fluently and accurately in spoken English</p> <p>Competent ICT skills</p> <p>Use of specialist equipment/resources</p> <p>The ability to contribute effectively to the workload and planning</p> <p>Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution</p> <p>Proven communication and inter-personal skills evidenced by dealing with a diverse range of contacts about potentially complicated and/or sensitive issues</p> <p>Satisfactory enhanced DBS check is required for this post</p>	<p>Experience in a school office</p> <p>Experience of Arbor MIS</p> <p>Experience of HR administration</p> <p>Full working knowledge of relevant policies, codes of practice, legislation</p>
Work-related Personal Requirements	<p>Commitment to safeguarding and promoting the welfare of children and young people and the ability to maintain confidentiality</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>Have a willingness to demonstrate commitment to the values and behaviours embedded in the school's ethos</p>	

	Maintain at all times a reflective, positive and caring attitude	
Personal Attributes	<p>Ability to work under pressure</p> <p>Ability to work positively with young people</p> <p>Self-motivated and a good team player</p> <p>Ability to work of your own initiative</p> <p>Warm and welcoming</p> <p>To appreciate and respect the need for confidentiality</p> <p>Flexibility and creativity within the role</p> <p>Sense of humor, diplomacy and adaptability within the role</p>	