



Person Specification - School Administrator

Criteria	Essential	Desirable
Education, Training & Professional Qualifications	<p>Qualification or experience in a relevant discipline</p> <p>Working knowledge and experience of Microsoft Office applications including Word, Excel and Outlook,</p> <p>GCSE (or equivalent) Maths and English Grades A-C</p>	<p>First Aid Qualification</p> <p>Fire Marshall training</p> <p>Experience of school management and information systems</p> <p>Working knowledge of Google Suite</p>
Skills & Abilities	<p>Excellent literacy and numeracy skills,</p> <p>Able to work independently and proactively, prioritising work appropriately with great attention to detail.</p> <p>Demonstrates a high level of organisational skills and accuracy,</p> <p>Possess excellent communication skills both orally and written,</p> <p>Has the ability to maintain confidentiality on all school matters,</p> <p>Always demonstrates a high level of customer service</p>	<p>Commercial awareness</p> <p>Experience and knowledge of working with process and procedures</p> <p>Experience of finance support</p> <p>Good powers of persuasion and the ability to stand your ground</p>
Relevant Knowledge and Experience	<p>Experience of supporting the management and operation of administrative systems of work including some basic finance tasks including handling money.</p>	<p>Prior experience of working in a school environment, or busy office/reception.</p> <p>Knowledge of Health and Safety procedures</p> <p>Purchasing experience</p>
Personal Attributes	<p>Be responsible, honest, caring and reliable, and conduct oneself with integrity,</p> <p>Happy disposition, with a 'can do solutions based' approach to tasks.</p> <p>Comfortable working alone and also within a team as necessary,</p> <p>Enjoy a varied, unstructured work environment and be happy to be flexible in work practises to suit the needs of the situation,</p> <p>Be comfortable dealing with children of varying ages,</p> <p>Calm patient manner with a high level of emotional intelligence</p> <p>Tenacity with a good sense of humour!</p>	