



## PERSON SPECIFICATION – SCHOOL ADMINISTRATOR

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<p>GCSEs grade A-C or equivalent in English &amp; Maths.</p> <p>First aid training (or willingness to complete it)</p>
<b>Experience</b>	<p>Experience of using SIMs and Parentpay</p> <p>Experience of office based work.</p> <p>Carrying out administrative tasks</p> <p>Developing, managing and operating clerical/administrative/financial and organisational systems</p> <p>Working in an office environment</p> <p>Dealing with face-to-face and telephone interactions</p> <p>Working and collaborating within a team</p> <p>Analysing and evaluating data</p>
<b>Skills and knowledge</b>	<p>Excellent interpersonal skills.</p> <p>Able to think creatively and problem solve.</p> <p>Able to work independently, under own initiative and as a member of a team.</p> <p>Ability to work under pressure and respond quickly to situations that arise.</p> <p>Excellent communication skills and the ability to present both written and verbal information.</p> <p>Ability and skills to use a range of IT packages and adapt to changes in technology.</p> <p>Able to communicate well with all stakeholders.</p> <p>Able to share ideas and contribute to the development of the whole school.</p> <p>Willing to attend relevant training for systems and updates.</p> <p>Ability to plan, organise and prioritise to meet deadlines</p> <p>Excellent attention to detail</p> <p>Ability to use relevant office equipment effectively</p> <p>Ability to build effective working relationships with colleagues</p> <p>Understanding of data protection and confidentiality</p> <p>Understanding of safeguarding</p>

<p><b>Personal qualities</b></p>	<p>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Embraces change well</p> <p>Deals with difficult situations effectively</p> <p>Well-organised.</p> <p>Able to work under pressure and use own initiative.</p> <p>Be prepared to work with others.</p> <p>Demonstrate enthusiasm, common sense, discretion and tact.</p> <p>Friendly and professional in dealings with visitors, staff, pupils and on the telephone</p>
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*Hillesley Primary School is committed to safeguarding and promoting the welfare of children and young persons and must ensure that the highest priority is given following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Baring Service and qualification checks.*