

PERSON SPECIFICATION

JOB TITLE: School Administrator (Grade C/D)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Clerical or administrative experience • Experience of using Microsoft Office software 	<ul style="list-style-type: none"> • Cash handling experience • Experience in a school setting • Experience of school MIS systems (Bromcom) • Experience of accounting software (RM Finance)
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Knowledge of admin and office systems 	
<p><u>Occupational Skills</u></p> <ul style="list-style-type: none"> • Computer literate • Good written and verbal communication skills • Good numeracy and literacy skills • Problem solving skills • Analytical skills 	<ul style="list-style-type: none"> • Budget management skills
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • Maths and English at GCSE or equivalent 	<ul style="list-style-type: none"> • Appropriate first aid training
<p><u>Personal Qualities</u></p> <ul style="list-style-type: none"> • Attention to detail and accuracy • Organisational skills • Ability to work successfully in a team • Confidentiality • Ability to work to deadlines and prioritise own workload. 	
<p><u>Other Requirements</u></p> <ul style="list-style-type: none"> • To be committed to the school's policy and ethos. • To be committed to Continual Professional Development. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Enhanced DBS clearance required 	