



**PERSON SPECIFICATION
SCHOOL ADMINISTRATOR**



	Essential Criteria	Desirable Criteria
Qualifications	4 GCSEs or equivalent Grade A – C or equivalent, to include Maths and English	Attainment of level 3 qualifications or equivalent (eg: A Levels, Administration Qualification)
Professional Experience	<p>Minimum of 3 years practical experience of working in an office environment</p> <p>Experience of working with different stakeholders</p>	<p>Experience of working within a school office; Experience of working with SIMs; Knowledge and experience of school policies relating to admissions, behaviour, attendance, equal opportunities, child protection</p> <p>Experience of HR / personnel processes – recruitment, contractual changes, record keeping</p>
Knowledge	<p>Knowledge of school administration practices and procedures</p> <p>An understanding of safeguarding issues relating to children and other stakeholders</p> <p>Knowledge and awareness of the importance of confidentiality and data protection</p> <p>An understanding of the Catholic ethos of a school</p>	An awareness of Health & Safety issues
Skills/ Attributes	<p>Excellent organisational skills</p> <p>Ability to prioritise workload and to meet deadlines;</p> <p>Ability to work accurately under pressure in a very busy environment;</p> <p>Ability to work using own initiative and as part of a team;</p> <p>Ability to work in partnership with all</p>	

	<p>staff, teaching and support, parents and governors with resilience and enthusiasm; Ability to fulfil office and reception duties including:-</p> <ul style="list-style-type: none"> • a polite and professional telephone manner • ability to take and relay accurate messages • providing a first point of contact service for pupils, parents, visitors, staff and other outside agencies. <p>Ability to undertake a range of office administration, accurately and efficiently including data entry skills.</p> <p>Excellent communication skills, both verbal and written to pupils, parents, visitors, staff and other outside agencies.</p> <p>Able to identify the needs of the school office.</p>	
<p>Personal</p>	<p>Supportive and empathetic to the Catholic faith of the school</p> <p>Good time keeping</p> <p>Excellent health and attendance record</p> <p>Discreet and confidential whilst remaining professional, tactful and sensitive</p> <p>Warm and approachable manner with good interpersonal skills</p> <p>Sets high standards and expectations</p> <p>Flexible attitude to work including; working hours: demands and changes in the role</p> <p>willingness to be involved in the school</p> <p>Smart professional appearance</p> <p>Total honesty, integrity and reliability</p> <p>Energy, enthusiasm, adaptability and a good sense of humour</p>	<p>Practising Catholic</p>

Training	<p>Evidence of recent relevant training</p> <p>Willing to undertake training as required by the role</p>	<p>First Aid Certificate/experience</p> <p>DBS check</p> <p>Child Protection training</p>
Other	<p>Commitment to Safeguarding and protecting the welfare of children and young people</p> <p>Commitment to Health & Safety</p> <p>Commitment to Equality and Diversity</p>	