**PERSON SPECIFICATION**

**JOB TITLE: School Administrator (Grade E)**

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| **Essential upon appointment** | **Desirable on appointment** |
| **Knowledge*** Knowledge of admin and office systems
* Knowledge of health & safety regulations & procedures
* Knowledge of school procedures
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| **Experience*** Experience in public or private sector finance and administration
* Experience of operating administrative systems, including Microsoft office
 | * Supervisory experience
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| **Occupational Skills** * Good ICT skills and the ability to use the keyboard with speed and precision
* Good written and verbal communication skills
* Budget management skills
* Statistical skills
* Analytical Skills
* Problem solving skills
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| **Qualifications** * Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent
 | * Appropriate first aid training (Dependent on the schools needs - insert as appropriate)
* Level 3 qualification in Business / Finance / Administration or equivalent.
* Level 2 Word Processing qualification or equivalent.
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| **Personal Qualities*** Attention to detail, neatness and accuracy
* Organisational skills
* Ability to work successfully in a team
* Confidentiality
* Ability to work to deadlines and prioritise own workload
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| **Other Requirements*** 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
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