**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 |  |
| **Experience**   * Experience in public or private sector finance and administration * Experience of operating administrative systems, including Microsoft office | * Supervisory experience |
| **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 |  |
| **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. |
| **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 |  |
| **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 |  |