



Person Specification – School Administrator

	Essential	Desirable	MOA
KNOWLEDGE/QUALIFICATIONS			
GCSE or equivalent in Maths and English	*		A/C
GCSE or equivalent in ICT		*	A/I
Willingness to invest in own professional development relevant to the role	*		A/I
First Aid Qualification		*	A/I
Safeguarding Training (Desirable but training will be provided)		*	A/I
EXPERIENCE			
Experience of working in a school		*	A/I
Experience of working in a receptionist or administrative role	*		A/I
Experience of working in a customer service role		*	A/I
Experience of computerised systems e.g. Arbor, or other databases, to input and manage data.	*		A/I
Experience of cash handling and banking processes		*	A/I
Experience of working with on-line payment systems e.g. ParentPay		*	A/I
Experience in pupil attendance – keeping records, analysing data		*	A/I
Experience of coordinating bookings for Educational Visit		*	A/I
Experience of Medicines in school policies.		*	A/I



	Essential	Desirable	MOA
SKILLS			
Ability to communicate effectively to a range of audiences including children and adults	*		A/I/R
High level of organisational and planning skills	*		A/I/R
High level of awareness around safeguarding and cyber security	*		A/I/R
Work effectively as part of a team, relating well to colleagues, pupils and families	*		A/I/R
High level of professional commitment and ability to maintain confidentiality of the setting	*		A/I/R
Good time management, able to meet deadlines	*		A/I/R
Attention to detail and take pride in their work	*		A/I/R
Personable and professional	*		A/I

Key:

MOA=Method of Assessment,
A=Application,
I=Interview and assessment,
R=Reference,
C=Certificate