****St Peter’s Church of England Primary School

**School Administrator**

**Person Specification**

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|  | **Minimum** |
| **Qualifications** | GCSE or equivalent, Grade C or above, in English and Maths is essential |
| **Experience** | * Working with public and dealing with confidential issues essential
* School office experience is desirable but not essential
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| **Skills and Abilities** | * Excellent inter-personal and communication skills required
* Demonstrate high standards and attention to detail, following tasks through to ensure excellent outcomes.
* Friendly and welcoming at all times to children, staff, parents, governors and other visitors
* Must be able to work independently and use initiative as well as work well as part of a team
* Be a creative problem solver, demonstrating a ‘can do’ approach
* Highly organised with the ability to prioritise work to meet deadlines and ensure the smooth running of the office
* Flexible in order to meet the changing needs of children and school requirements
* Demonstrate ability to multi-task
* Willingness to help maintain the Christian ethos of the school and to contribute to the pastoral care and wellbeing of the children
* Willingness to attend relevant training, where appropriate
* Ability to ensure confidential information is kept secure
* Adaptability, enthusiasm and a sense of humour
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| **Knowledge** | * Computer literate including Word, Excel and Outlook
* Sims.net (desirable but not essential)
* Awareness of Data Protection and confidentiality issues
* Knowledge of the school’s Safeguarding procedures
* Awareness of the School’s Record Retention Policy and freedom of information protocols or an awareness of the requirement for this policy and protocol
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