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# Person specification – Senior Administrator

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| Criteria | Essential | Desirable |
| **Qualifications** | * Education to at least A Level or equivalent * Maths and English at GCSE C and above or equivalent | * First Aid certificate |
| **Experience** | * Proven administration experience. * Previous experience of reception work or working in a customer service role. * Experience of working with MS office (Word, Excel, Outlook, Publisher) | * Good working knowledge of SIMs |
| **Knowledge and Skills** | * Excellent attention to detail and understanding of the importance of accuracy and high standards in all areas * Ability to work as part of a team and to be flexible and adaptable to changing situations * Ability to communicate the School’s values and a desire to promote an excellent image of the School * Ability to work in new and challenging situations * Ability to provide first aid to pupils and staff with the necessary training. * The ability to provide a high level of customer service. * Proven ability to manage your own time effectively, to prioritise and work to tight deadlines whilst retaining a professional composure * A calm manner that ensures that all enquiries and complaints can be managed calmly, tactfully and effectively with a range of people. * Excellent interpersonal, oral and written skills. * Clear understanding of equal opportunities. * Able to relate well with pupils, staff, senior leaders, Trustees, visitors * Able to use own initiative to solve problems and respond proactively to unexpected situations * Ability to produce publications and draft letters | * Conversant with relevant educational issues and developments * Knowledge of school administrative procedures and processes * Child Protection Procedures * Knowledge of the local area. * Valid First-aid qualification * Minute writing skills |
| **Personal Qualities** | * Awareness of confidentiality and ability to deal appropriately with sensitive or difficult situations * To display the highest levels of integrity and complete trustworthiness and discretion. * Be a problem solver, and to be able to reflect upon one’s own practice * Willingness to support the life of the school including school events * A commitment to continuing professional development * Have an excellent punctuality and attendance record * Be of smart professional appearance * Flexible, versatile and self motivated * Able to work productively with a wide range of staff, parents and pupils * A commitment to safeguarding and promoting the welfare of children * Excellent sense of humour! | * Willingness to become involved in the extra-curricular life of the School |