

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
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| **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
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| **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
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| **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
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