

School Administrator - Person specification

CRITERIA	QUALITIES	EVIDENCED
Qualifications and training	<ul style="list-style-type: none"> • 5 GCSE including Maths and English Grade C or higher - Essential • Educated at A Level – Desirable • First aid training (or willingness to complete it) - Essential • Exam Officer training (or willingness to complete it) - Essential • Managing Health and Safety at work (or equivalent, or willingness to complete training) - Essential 	<ul style="list-style-type: none"> • Application Form and Educational Certificates
Experience	<ul style="list-style-type: none"> • Evidence of carrying out an administration role with in a school - Desirable • Evidence of working in an administrative role - Essential • Evidence of dealing with face-to-face and telephone interactions - Essential • Evidence of working with children or young people with SEN - Desirable • Evidence of working and collaborating within a team - Essential • Evidence of day to day use of Microsoft Office/365 suite – Essential • Evidence of using Arbor, CPOMS, Safety Cloud, and Wordpress - Desirable 	<ul style="list-style-type: none"> • Interview and Application Form
Essential Skills and knowledge	<ul style="list-style-type: none"> • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and take action accordingly • Excellent attention to detail • Ability to use IT packages • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding 	<ul style="list-style-type: none"> • Application Form and Interview
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of Park House School and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively 	<ul style="list-style-type: none"> • Interview and Application Form