



Person Specification School Administrator – School Office

Job Title:	School Administrator – School Office
Responsible to:	Heads PA and Admin Manager - Line Manager
Contracted Hours/Week:	30 hours per week Monday to Friday 9:30am to 4:00pm
Contracted Weeks/Year:	39 (term time only)

Main Job purpose:	<p>To provide administrative support to the Leadership team members and other school staff with the goal of assisting effective teaching, learning and school administration, including admissions, work experience, careers, marketing, school website and the Duke of Edinburgh's Award.</p> <p>Be one of the school's trained first aiders</p> <p>Provide HR administration support to the HR Manager</p>
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Category	Criteria	Essential or Desirable	Method of Assessment
Education, Qualifications & Experience	<ul style="list-style-type: none">Education to GCSE level, grade C or above in English and Maths or equivalent	Essential	Documentary evidence Application Form
	<ul style="list-style-type: none">Experience using SIMS	Desirable	
	<ul style="list-style-type: none">Website administration experience	Desirable	
	<ul style="list-style-type: none">Knowledge of school admissions processes	Desirable	
	<ul style="list-style-type: none">Experience of arranging work experience placements	Desirable	
	<ul style="list-style-type: none">First Aid at Work qualification or the willingness to undertake and achieve this	Essential	
Skills, Knowledge and Understanding	<ul style="list-style-type: none">Excellent working knowledge of Microsoft Office: Word, PowerPoint, Publisher and Outlook, working knowledge of SIMS	Essential	Application Form References Interview
	<ul style="list-style-type: none">Good level of oral, listening and written communication skills.	Essential	
	<ul style="list-style-type: none">High level of organisational skills	Essential	
	<ul style="list-style-type: none">The ability to cope well under pressure and be efficient at multitasking and meet deadlines	Essential	
	<ul style="list-style-type: none">Integrity and the ability to handle confidential information securely and with discretion	Essential	
	<ul style="list-style-type: none">Good time management and prioritisation skills	Essential	
	<ul style="list-style-type: none">The ability to follow instructions	Essential	
	<ul style="list-style-type: none">The ability to work well both as part of a team and individually	Essential	

Category	Criteria	Essential or Desirable	Method of Assessment
Personal and Professional Qualities	<ul style="list-style-type: none"> Confidence to work alone and use own initiative. 	Essential	Application Form References Interview
	<ul style="list-style-type: none"> A flexible approach 	Essential	
	<ul style="list-style-type: none"> Friendly and approachable 	Essential	
	<ul style="list-style-type: none"> Ability to deal with queries in a professional manner 	Essential	
	<ul style="list-style-type: none"> A willingness to learn new skills 	Essential	
Safeguarding	<ul style="list-style-type: none"> Clear understanding of Safeguarding requirements and how to promote the welfare of children (training will be provided) 	Desirable	Reference Interview
	<ul style="list-style-type: none"> Ability to maintain appropriate relationships and personal boundaries with students 	Essential	
Other	<ul style="list-style-type: none"> Eligibility to work in the UK 	Essential	Application Form Interview
	<ul style="list-style-type: none"> Appointment subject to enhanced DBS and validated references 	Essential	