

Person Specification – Administrator

Category	Essential	Desirable
Physical	<ul style="list-style-type: none"> • Smart business like appearance. 	
Qualifications	<ul style="list-style-type: none"> • A good general education including minimum GCSE Grade C or equivalent in English and Mathematics. • Evidence of successful study Post 16. 	
Experience	<ul style="list-style-type: none"> • Experience of using Microsoft Office applications, e.g. Word, Excel • Experience of working in an office environment. • Experience of working with the public. • Experience of producing high quality letters and reports. • Experience of working to deadlines. 	<ul style="list-style-type: none"> • Experience of working in a school office/reception.
Training	<ul style="list-style-type: none"> • Willing to participate fully in all relevant training. 	
Special Knowledge	<ul style="list-style-type: none"> • Understanding of safeguarding children and the boundaries between adults and children in a school setting. • Knowledge of administrative processes. • An understanding of the confines of confidential working e.g. Data Protection. 	
Circumstances	<ul style="list-style-type: none"> • Able to work during some school holiday periods. • Able to attend all Academy open and parents' evenings. 	

Disposition	<ul style="list-style-type: none"> • Reliable, organised able to work effectively and innovatively. • Flexible and open to change for continuous improvement. • Able to remain calm under pressure and manage conflicting demands. • To be an excellent team player. 	
Practical and Intellectual Skills	<ul style="list-style-type: none"> • ICT literate with a desire and ability to develop new skills. • Good level of numeracy. • Effective oral and written communication skills. • Demonstrable ability to produce a good standard of written work, e.g. response to correspondence, reports, minutes etc. • High standard of presentation. • Ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide. 	
Legal Requirements	<ul style="list-style-type: none"> • Enhanced Disclosure and Barring Service Check. 	