

# Person Specification

## Senior Administrator

Criteria	Essential	Desirable
<b>Qualifications</b>		
Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent	X	
Level 3 Qualification in Administration or equivalent		X
<b>Experience</b>		
Experience in public or private sector administration	X	
Experience of operating administrative systems, including Microsoft Word, Excel and use of emails.	X	
Experience of using financial management systems	X	
Experience of working within school setting		X
Experience of basic HR/Payroll administration		X
<b>Knowledge and Skills</b>		
Good ICT skills and the ability to use the keyboard with speed and precision	X	
Knowledge of admin and office systems	X	
Knowledge of health & safety regulations & procedures	X	
Knowledge of school procedures	X	
Good written and verbal communication skills	X	
Problem solving skills	X	
Analytical skills	X	

<b>Personal Qualities</b>		
Attention to detail, neatness and accuracy	X	
Organisational skills	X	
Ability to work successfully in a team	X	
Confidentiality	X	
Ability to work to deadlines and prioritise own workload	X	
Able to work under pressure	X	
Approachable, friendly and welcoming	X	
<b>Other Requirements</b>		
To be committed to the school's policy and ethos.	X	
To be committed to Continual Professional Development.	X	
Motivation to work with children and young people	X	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X	
Enhanced DBS clearance required	X	