



Dorridge Primary School

Person Specification – Administrator

| | Essential Criteria | Desirable Criteria | Measured by |
|-------------------------------------|--|--|---------------------------------------|
| Education and Qualifications | A minimum of 5 GCSE's (or equivalent) to include English and Mathematics at a minimum of Grade C/Level 5. | A Levels/BTec's or equivalent qualifications RSA, Business or Administrative qualifications Evidence of further qualifications | Application/ Certificates |
| Skills and Abilities | Be able to work as an individual as well as part of a team Good oral and written communication skills Ability to plan, organise and prioritise to meet deadlines Be a calm, positive and effective communicator, confident in liaising with all colleagues, children, parents, governors and outside agencies Be confident and proactive in using new systems Be keen to use initiative and problem-solving skills and thrive through a 'can do' approach to resolving problems. Have a high level of accuracy. Understanding of data protection and confidentiality Understanding of safeguarding Have excellent literacy and numeracy skills | | Application/ Interview/Skills Test |

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|---------------------------|--|--|---------------------------|
| Experience | <p>Carrying out administrative tasks</p> <p>Dealing with face-to-face and telephone interactions</p> <p>Office experience</p> <p>Working and collaborating within a team</p> | <p>The ability to communicate effectively with a range of stakeholders e.g., adults and pupils</p> <p>Previous experience working in a school</p> <p>Previous experience of working in a financial environment with finance packages</p> | Application/ Interview |
| Knowledge | Knowledge of use of Microsoft packages eg, Word and Excel | Knowledge of Arbour database or other databases | Application/ Interview |
| Other Requirements | <p>To be able to work under pressure including interruptions and conflicting demands on time</p> <p>Complete confidentiality, discretion and tact</p> <p>Professional conduct at all times</p> | | Interview |
| Compiled by: | M Bull / J McCrone | June 2024 | |