

PERSON SPECIFICATION SCHOOL ADMINISTRATOR

Name:
Scale: 2D
Date prepared: June 2020

	Essential Attributes	Preferred Attributes
Educational Qualifications	GCSE or equivalent in Maths and English	ICT accreditation/qualifications
Work experience	Administrative role performed in previous post for one year	School based administrative role in previous post(s) (Knowledge of how large schools function/operate) Experience of supervising other staff
Skills/ Knowledge/ Aptitude	Sufficient to enable the duties on the job description to be undertaken Experience of using SIMS or similar systems IT skills (Excel, Word, PowerPoint, Publisher) Willingness to work as a team member Good interpersonal skills Good administration skills	Ability to work with young people as well as adults
Motivation	Ability to work on own initiative without supervision Commitment to providing a good standard of support to staff and students A commitment to equality principles and practices Willingness to undertake relevant INSED as appropriate	Commitment to aims and ethos of school Ambition to advance skills/knowledge base as appropriate.
Physical	Ability to perform all duties and responsibilities	N/A
Other	Willingness to occasionally adjust working arrangements to meet emergencies/changed circumstances	N/A