

Chartridge School Administrator  
Person Specification January 2025

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• General Education to GCSE or equivalent standard in English and mathematics Grade C or above</li> <li>• Experience of clerical and administrative work</li> <li>• Good ICT skills</li> <li>• Excellent organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to at least A Level</li> <li>• Experience of working in an administrative role in a school</li> <li>• Knowledge of First Aid</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Ability to use word processing, spreadsheets and databases and modern information management systems</li> <li>• Understanding of the need to maintain complete confidentiality in matters relating to the school</li> </ul>	
<b>Personal Characteristics and Skills</b>	<ul style="list-style-type: none"> <li>• Highly developed interpersonal skills</li> <li>• Excellent written and spoken English</li> <li>• Ability to work in a team</li> <li>• Understanding of the needs of children</li> <li>• Ability to work calmly under pressure and meet deadlines</li> <li>• A role model for high standards of personal presentation and conduct</li> </ul>	