



Stedham Primary School

PERSON SPECIFICATION

Job Title: School Administrator

Principal attributes and person specification:

Essential requirements are those without which the post holder would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

	Essential	Desirable	Evidenced through
Knowledge and Qualifications	<p>Good general education with at least GCSE Grade C in Mathematics and English</p> <p>Demonstrable knowledge of a wide range of administrative practices and procedures that support the delivery of a professional, customer focused service</p>	<p>Relevant professional qualification</p> <p>Knowledge of administrative duties within a school setting</p>	<p>Application</p> <p>Documentary evidence</p> <p>Interview</p>
Skills	<p>Organisational, planning and time management skills that demonstrate an ability to deliver a professional, efficient and effective service in-line with the duties of the post</p> <p>Strong interpersonal and communication skills, that enable a positive rapport to be built quickly, with appropriate and timely responses to a wide range of stakeholders, delivered with sensitivity and discretion when required</p> <p>Computer literate with fast and accurate keyboard skills using</p>	<p>Willingness to learn new skills, including the use of Student Information Management System (Bromcom)</p> <p>Able to produce professional and accurate documents and communications</p>	<p>Application</p> <p>Interview</p> <p>References</p>

	<p>Microsoft Office applications or similar</p> <p>Demonstrable administrative skills with proven high levels of accuracy and attention to detail</p>		
Experience	<p>Experience of undertaking a wide variety of general administrative tasks relevant to the duties of the post</p> <p>Experience of undertaking a high volume of tasks within tight time scales and with competing demands</p> <p>Relevant experience of providing advice, support and information to a diverse range of people, both internal and external</p> <p>Experience of working pro-actively and flexibly with a highly motivated team of professional individuals</p>	<p>Experience of using Student Information Management System (Bromcom)</p> <p>Website content management</p> <p>Working within a school setting in a similar role</p>	<p>Application Interview References</p>
Personal Attributes	<p>A pro-active team member with a client focused approach, able to work confidently with minimum supervision</p> <p>Flexible and adaptable attitude with regard to changing priorities and the needs of the school, whilst remaining calm under pressure</p> <p>Attributes that create a supportive, friendly, helpful and positive environment, empathetic and sensitive to the needs of a diverse range of people</p> <p>Accurate, methodical and well organised to enable the maintenance of administrative systems, procedures and records</p>		<p>Interview References</p>