



Person Specification : Administrator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English) • • Entitled to live and work in UK 	<ul style="list-style-type: none"> • NVQ level 2/3 in Administration or other secretarial/administration qualification • First Aid qualification
Experience	<ul style="list-style-type: none"> • working in a busy office environment 	<ul style="list-style-type: none"> • working within education
Knowledge & Understanding	<ul style="list-style-type: none"> • Good knowledge of and confident using Word and Excel 	<ul style="list-style-type: none"> • experience of MS office programs with an aptitude for new IT applications • use of social media tools
Skills	<ul style="list-style-type: none"> • communicate clearly, accurately and helpfully with staff, children, parents, visitors and handle all phone enquiries in the same way • recognise the confidentiality of some kinds of information • work effectively and efficiently under pressure • good oral and written communication skills • problem-solver with a 'can-do' approach • To maintain and keep abreast of the school's duty to safeguarding 	
Personal characteristics	<ul style="list-style-type: none"> • To maintain a professional cheerful, positive disposition • Extremely adaptable • Purposeful and resourceful • Excellent communication skills • Flexible & team player • Ability to keep calm and focussed in pressurised situations 	

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| | <ul style="list-style-type: none">• Enthusiastic• Ability to multitask efficiently• Highly organised and efficient | |
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