



PERSON SPECIFICATION - SENIOR ADMINISTRATOR

Knowledge	
Essential	Desirable
Previous experience of working in an office environment, dealing with face to face interactions	Previous experience of working in a School Office
Good working knowledge of ICT systems including word processing, spreadsheets and presentation software.	Specific knowledge of School MIS systems, preferably Scholarpack Knowledge of both Microsoft and Google software packages. Experience of Social Media and websites
Understanding of Safeguarding	Level 1 Safeguarding trained
Understanding of Health and Safety	First Aid trained
Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection	Understanding of GDPR and relevant training.
Understanding of Schools Ethos and Value and ability to support the school's Ethos	
Training or experience linked to School Budget and School Finance	Experience of a financial management system, preferably Business World On.

Skills

Ability to relate well to children and adults, being sensitive to their individual needs.

Ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these.

Ability to communicate effectively in English, both written and verbally.

Ability to work flexibly in support of the school.

Ability to pay close attention to detail to ensure accuracy

Resourcefulness, enthusiasm, patience, resilience and a sense of humour.

Ability to work independently and with initiative.

Ability to deal with everyone in a positive and professional manner, which promotes a positive image in line with our school's vision and ethos.