



Personal Specification Administrator Grade B



November 2024

Essential	Desirable
Qualifications <ul style="list-style-type: none">- GCSE (or equivalent) C or above in Maths and English.- Good Communication skills, both verbal and written	
Experience <ul style="list-style-type: none">- Experience of working successfully and co-operating as a member of a team.	<ul style="list-style-type: none">- Experience of undertaking a range of administrative tasks- Office experience
Knowledge and understanding <ul style="list-style-type: none">- Understanding the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety, and Inclusion.- Have confident IT skills including Word, Excel, Publisher, email, and database programs including Teams	<ul style="list-style-type: none">- Knowledge of SIMs and Eduspot- Have knowledge of school attendance and working in collaboration with external agencies to support families.
Skills <ul style="list-style-type: none">- Confidential- Wish to work within a school and be sympathetic to the school's ethos and aims and meet the expectations of the school's governing body.- Establish and maintain good professional relationships with pupils, parents, and colleagues- To be able to deal with regular interruptions- Establish and develop appropriate relationships with parents and governors- Communicate effectively (both verbally and in writing) at all levels e.g. pupils, staff, parents, visitors.- Promote a positive working environment- Be able to work under pressure,- Produce accurate work- Ability to work with minimal supervision and to act on own initiative	<ul style="list-style-type: none">- Be able to prioritise workloads- Problem solving
Personal characteristics <ul style="list-style-type: none">- Punctual- Approachable and friendly- Organised and resourceful- Solution focused- Of smart appearance	<ul style="list-style-type: none">- Creative and enthusiastic