

**School Administrator (Reception) - Person Specification**

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|  | **JOB REQUIREMENT** | **Essential** | **Preferred** | **\* How assessed** |
| **Qualifications, knowledge and experience** | Good standard of education including literacy and numeracy (Level 2 or equivalent standard) | ✓ |  | A & C |
| Experience of working in an office environment in an administrative role | ✓ |  | A |
| Experience of working in a school environment |  | ✓ | A |
| Demonstrable experience of completing a wide range of administrative tasks with accuracy and speed, including: * Word and data processing,
* Collation of information and production of reports
* Managing spreadsheets
* Prioritisation of workload
* Filing
 | ✓✓✓✓ | ✓ | A, I & T |
| Knowledge/experience in use of reprographics equipment |  | ✓ | A, I |
| Excellent ICT skills including a good working knowledge of Microsoft 365 Applications i.e. Word, Excell, Outlook, Teams etc | ✓ |  | A & I |
| Knowledge of School Management Information Software i.e. Arbor |  | ✓ | A & I |
| Previous experience of organising events |  | ✓ | A & I |
| **Personal and interpersonal**  | **Interacting and Presenting – Relating and Networking**Establishes good relationships with customers and staff; Builds wide and effective networks of contacts inside and outside the organisation; Relates well to people at all levels; Manages conflict; Uses humour appropriately to enhance relationships with others | ✓ |  |  I |
| **Organising and Executing – Delivering Results & Meeting Customer Expectations**Focuses on customer needs and satisfaction; Sets high standards for quality and quantity; Monitors and maintains quality and productivity; Works in a systematic, methodical and orderly way; Consistently achieves project goals | ✓ |  |  I  |
| **Organising and Executing – Planning and Organising**Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones | ✓ |  |  I  |
| **Supporting and Co-operating – Working with People**Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight | ✓ |  | I |
| **Adapting and Coping – Coping with Pressures and Setbacks**Works productively in a pressurised environment; Keeps emotions under control during difficult situations; Balances the demands of a work life and a personal life; Maintains a positive outlook at work; Accepts feedback and learns from it | ✓ |  | I |
| **Child Protection** | A commitment to the responsibility of safeguarding and promoting the welfare of young people. | ✓ |  |  I |
| Enhanced DBS disclosure *(to be completed by preferred candidate following interview).* | ✓ |  | C |
| Willingness to undertake safeguarding training when required. | ✓ |  | I |

\* A = application, C = clearances, I = interview, T = task