

Person Specification

Administrator (Primary) – Level 3

Grade 6

	Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none">➤ Good standard level of education➤ 5 GCSE's or equivalent, including English and Maths➤ First Aid qualification➤ NVQ Level 3 in administration or equivalent, or willingness to undertake this qualification	✓ ✓ ✓	✓
Work or relevant experience	<ul style="list-style-type: none">➤ 2 – 3 years experience of clerical/administrative work➤ Computer/keyboard skills➤ Experience of working in an educational setting or other relevant environment➤ Ability to take minutes	✓ ✓ ✓	✓
Knowledge and Understanding	<ul style="list-style-type: none">➤ Very good numeracy and literacy skills➤ Use of systems such as Business World & SIMS	✓ ✓	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none">➤ Willingness to participate in training and development opportunities➤ Very good ICT skills➤ Ability to train, supervise and develop other staff	✓ ✓ ✓	

Personal Qualities	<ul style="list-style-type: none"> ➤ Excellent communication skills ➤ Ability to relate well to children and adults ➤ Ability to work well as part of a team ➤ Flexibility and reliability ➤ Ability to maintain confidentiality ➤ Ability to remain professional at all times regardless of circumstances 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
Special Conditions	<ul style="list-style-type: none"> ➤ Willingness to undertake a DBS check ➤ Compliance with all School policies 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	