



## Person Specification – Senior Administrator

Education and Qualifications	Criteria	Assessment
Good general education, with GCSEs or equivalent in English and Maths	E	A
A sound knowledge of computerised systems and/or school databases	E	A
Experience	Criteria	Assessment
Admin experience including the management, development and operation of admin systems and procedures	E	A/I
Experience within a relevant 'office leadership' environment	D	A/I
Use of ICT including management information systems	E	A/I
Experience of personnel management in a school or other large complex organisation	D	A/I
Ability to work in a busy and demanding environment	E	A/I
Skills and Attributes	Criteria	Assessment
Excellent organisational skills, able to handle multiple tasks and meet deadlines	E	A/I
Excellent time management skills and the ability to remain calm and focussed under pressure	E	A/I
Knowledge and experience of using ICT including Microsoft packages such as Excel, Word and Outlook	E	A/I
Ability to work in collaboration with staff, students, parents and other professionals.	E	A/I
Excellent telephone manner and interpersonal skills	E	I
Ability to lead a team and undertake own workload with accuracy	E	A/I
A problem solver, with a forward thinking and committed approach	E	A/I
Personal Qualities	Criteria	Assessment
Highly motivated and self-reliant	E	A/I
High standards of professionalism and confidentiality	E	A/I
High standards of personal presentation, with an excellent record of attendance and punctuality	E	I
Common sense, co-operation and a positive approach	E	I
Adaptable, open to change, and willing to take on challenges with enthusiasm	E	I
Willing to undertake additional duties as and when required to ensure the smooth running of the school	E	I

**Criteria Key**

- D Desirable
- E Essential

**Assessment Key**

- A Application Form
- I Interview