**School Administrator**

**Person Specification: School Administrator**

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| **Experience & Qualification** | **Essential** | **Desirable** |
| Experience of working in a school setting |  | **** |
| Minimum GCSE/O Level or equivalent in English & Maths.  | **** |  |
| Experienced in practical application of IT systems and social media(including Microsoft Office Packages and Twitter)  | **** |  |
| Ability to prioritise workload, recognise time constraints and meet deadlines | **** |  |
|  Experience in finance systems and invoice entry  | **** |  |
|  Accurate, speedy keyboard skills and strong written and verbal  communication skills | **** |  |
| **Knowledge, skills and abilities** | **Essential** | **Desirable** |
| Works well in a team and is able to provide a wide range of support. | **** |  |
| Ability to work on own initiative and with minimal supervision | **** |  |
| Excellent interpersonal skills | **** |  |
| Smart appearance | **** |  |
| To demonstrate discretion and sensitivity when dealing with issues concerning pupils, families, staff, stakeholders and the wider community. | **** |  |
| To maintain an orderly, calm administrative setting that supports the effective working of the school. | **** |  |
| **Trust Core Behaviours** |
| Excellent organisation skills and the ability to flexibility, consistency and use initiative in all aspect of ways of working | **** |  |
| To demonstrate discretion and sensitivity when dealing with a range of information | **** |  |
| A Commitment to and understanding of equal opportunities | **** |  |
| A Commitment and understanding of the inclusive Christian values that underpin the school | **** |  |
| Ability to make accurate, considered business focussed judgements and decisions, whilst influencing people and obtaining buy-in | **** |  |
| Commitment to own professional development and awareness of local and national educational initiatives and policy reform | **** |  |