



## PERSON SPECIFICATION

### School Administrator

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

<p><b>Knowledge/Qualifications:</b></p> <ul style="list-style-type: none"><li>• Knowledge of Arbor MIS or similar school Management System desirable but not essential.</li><li>• Knowledge of, or willingness to learn First Aid and administer as required.</li></ul>
<p><b>Skills/Abilities:</b></p> <ul style="list-style-type: none"><li>• Good general communication skills.</li><li>• Good telephone manner.</li><li>• Good organisational skills – able to prioritise workload.</li><li>• Able to identify customers' needs quickly and deal effectively with enquiries.</li><li>• Tact, diplomacy, confidentiality and sensitivity.</li><li>• Able to use MS Word, Excel, Teams, Forms, Sway and Outlook.</li><li>• Ability to set up and maintain record and filing systems.</li><li>• An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.</li></ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• At least one-year experience in a similar environment.</li><li>• Word processing experience.</li><li>• Experience of working within a busy, diverse environment.</li></ul>
<p><b>Personal Qualities:</b> or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.</p> <ul style="list-style-type: none"><li>• A flexible approach to work</li><li>• A sense of responsibility</li><li>• Tact and diplomacy</li><li>• Integrity</li></ul>