



School Administrator (with responsibility for Attendance and Admissions)

Person Specification

A. Training and qualifications	Essential	Desirable
1 year+ experience working in an administration role or similar	✓	
A good understanding of school processes	✓	
Accredited learning relevant to the post (NVQ Level 3 or equivalent)		✓

B. Knowledge, Skills and Understanding	Essential	Desirable
Excellent planning, organisational and analytical skills	✓	
Sound working knowledge of standard office software	✓	
Knowledge and experience school admissions	✓	
Knowledge and experience of school attendance matters	✓	
Knowledge and experience of processing school leavers		✓
Knowledge of Health and Safety procedures in schools		✓
Experience of clerical and administrative work	✓	
Ability to work as part of a team in a positive, open and reflective manner	✓	
Ability to keep calm under pressure and meet deadlines	✓	
Ability to negotiate, consult and make effective decisions	✓	
Ability to show sensitivity and objectivity in dealing with confidential issues	✓	
Ability to propose solutions to problems within an overall strategic plan	✓	

C. Personal Qualities	Essential	Desirable
Excellent interpersonal and communication skills	✓	
Committed to own professional development	✓	
Versatile and willing to get involved in school life	✓	

D. Equal Opportunities	Essential	Desirable
Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin.	✓	

E. Other requirements	Essential	Desirable
Application forms should be completed in full	✓	
Covering letter should clearly address the needs of the school	✓	

This post is subject to a receipt of two good references, a satisfactory enhanced DBS check and occupational health clearances.