

FLOOKBURGH C of E (FOUNDATION) PRIMARY SCHOOL

Post Title: School Administrator (Part-time, Permanent)

Person Specification

	ESSENTIAL	DESIRABLE
Qualification/ Training/ Competences	GCSE Maths and English A-C grade or equivalent ie Grades 9-4 Administration experience High level of Numeracy, Literacy, Communication and IT skills.	Evidence of further learning transferable to a school setting eg A-levels or further education, etc Maintenance of Single Central Record and safeguarding checks Experience of using Office 365 within an administrative position
Relevant Experience	Evidence of relevant experience working in an administrative environment. Evidence of working independently and taking initiative.	Experience of working in a school-based/education environment. Ability to represent the school at briefings/meetings when necessary
Knowledge	Evidence of effective use of specialist IT packages and Microsoft Office. Ability to maintain and update the school website/social media ie the school's Facebook An understanding of safeguarding and child protection Understanding of basic administrative procedures, roles and responsibilities	Effective use of the management information system (MIS) ScholarPack and cashless payment system for parents, Parent Pay Working knowledge of relevant policies/codes of practice/legislation. Training in safeguarding and child protection
Skills	Ability to plan, organise and develop systems, processes and procedures to ensure an effective and efficient working office environment Organise and prioritise own workload, working to a range of deadlines Ability to relate to and communicate well with children and adults Work constructively as part of a team and liaise effectively with professionals Ability to self-evaluate learning needs and actively seek learning opportunities through the appraisal process	Evidence of design, maintenance and operation of successful office-based systems, processes and procedures A history of self-development through appropriate learning activities
Personal Qualities	Willingness to adopt a flexible approach to the job role. Approachable, courteous and able to promote a positive image as first point of contact for visitors to school Ability to remain calm and effective in a range of situations Ability to maintain confidentiality at all times	Experience of working directly with the public
Special Circumstances	Occasional attendance at events and meetings outside normal working hours ie School Events, etc	Carry out additional duties in response to a specific school need or unforeseen circumstances