

## FLOOKBURGH CE PRIMARY SCHOOL

### Person Specification: School Administrator (Part-time, Permanent)

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