

STOW ON THE WOLD PRIMARY SCHOOL

School Administrator Person Specification

QUALIFICATIONS

Essential

- Be numerate and accurate
- Have excellent communication skills, both verbal and written
- To embark on any relevant professional development that will assist with the role
- English and Maths to GCSE or beyond

Desirable

Specific secretarial or qualifications in administration

EXPERIENCE

Essential

- Worked in an admin environment
- Experience of working successfully and co-operating as a member of a team

Desirable

Worked in a school office environment

Professional Values

Essential

- Be sympathetic to the school's ethos and aims and meet the expectations of the school's Governing Body
- Be able to establish and maintain good professional relationships with pupils, parents and colleagues
- Adopt a flexible approach to working
- Be committed to school improvement

Desirable Have the ambition and drive for your own professional development

Knowledge and Understanding

Essential

- Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion
- Be confident in the use of Excel, Word, email and database programs

Desirable: Knowledge of working with databases, school management databases in particular

Essential Skills

- Promote the school's aims positively
- Communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors
- Promote a positive working environment
- Be able to prioritise workloads; have excellent time management and organisational skills
- Be able to work under pressure and meet deadlines
- Produce accurate work
- Be able to use initiative

Essential Personal Characteristics

- Punctual Approachable and empathetic
- Creative and enthusiastic
- Organised and resourceful

Essential other

- Be Committed
- Be of smart appearance
- Have a sense of humour
- Uphold the ethos and values of the school
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Essential Special Requirements

Undergo an Enhanced DBS check

Be willing to undergo a pre -employment health check