



## PERSON SPECIFICATION

- Job Title:** Teaching School Administrator
- Grade:** G3 (£17,173 - £18,870 FTE)
- Hours:** 37 hours per week, term time only plus 5 teacher training days
- Status:** Permanent
- Job Purpose:** To provide administrative and clerical support to teaching staff, with a particular focus on school trips

	Job Requirements	Measurement*
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>▪ Administrative procedures and practices</li> <li>▪ Microsoft Office packages, especially Word, Excel and Outlook</li> <li>▪ An understanding and knowledge of office management</li> </ul>	<p>A I R</p> <p>A I</p> <p>A I</p>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>▪ Communicate effectively and courteously with a range of staff/students/parents/external agencies via telephone, e-mail and in person</li> <li>▪ Use computer skills to a competent and professional level</li> <li>▪ Highly organised</li> <li>▪ Remain calm under pressure and cope with interruptions to tasks</li> <li>▪ Handle workload so as to prioritise and meet set deadlines</li> <li>▪ Receive visitors, public, users in a welcoming way on an equal basis</li> <li>▪ Good team worker</li> </ul>	<p>A I R</p> <p>A I</p> <p>A I R</p> <p>A I R</p> <p>A I R</p> <p>A I R</p> <p>A I R</p>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ Friendly and approachable</li> <li>▪ Organised</li> <li>▪ Calm under pressure</li> <li>▪ Able to use own initiative</li> <li>▪ Flexible approach</li> </ul>	<p>A I R</p> <p>A I R</p> <p>A I R</p> <p>A I R</p> <p>A I R</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Administrative/clerical experience in an office environment – experience in an educational environment would be desirable but not essential</li> <li>▪ Customer service experience</li> </ul>	<p>A I R</p> <p>A I R</p>
<b>Educational</b>	<ul style="list-style-type: none"> <li>▪ 5 GCSEs grade A-C, including Maths and English (or equivalent)</li> </ul>	<p>A I</p>
<b>Special Requirements</b>	<p><i>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A satisfactory Enhanced Criminal Record check but he Disclosure &amp; Barring Service (DBS) will be required prior to appointment.</i></p>	<p>DBS</p>

**A = Application I = Interview R = References**