



PERSON SPECIFICATION

Job Title: Teaching School Administrator

Grade: G3

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

A= Application I= Interview R= References

