

### Person Specification School Administrator

The Futures Trust and President Kennedy School are committed to safeguarding and promoting the welfare of Children and Young People, and expect all staff and volunteers to share this commitment.

<b>Responsible to</b>	Operations Manager
<b>Grade</b>	3 (pro rata salary £18,510 - £19,542 per annum)
<b>Hours</b>	37 hours, Term Time plus 4 weeks (44 weeks) (Mon – Thu: 8.00 am – 4.00 pm, Fri 8.00 am – 3.30 pm)
<b>Location</b>	Based at President Kennedy School

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>Achieved 5 GCSEs or equivalent including English and Maths at Grade 4/C or above.</li> <li>First Aid at Work qualification (or willingness to be trained if not qualified)</li> </ul>	<ul style="list-style-type: none"> <li>Business or administrative qualification.</li> </ul>	Application form
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Able to communicate effectively both verbally and in writing with a range of audiences.</li> <li>Able to maintain the highest levels of confidentiality and data security.</li> <li>Organised; can prioritise and work well under pressure, with the ability to work to strict deadlines in a busy reactive environment exercising attention to detail.</li> <li>Good interpersonal skills and the ability to handle difficult situations in a patient, calm and effective way.</li> <li>Good problem solving and analytical skills. Have the ability to analyse problems and formulate different approaches leading to resolution.</li> <li>Able to present themselves and the school positively and professionally, in both conduct and appearance.</li> </ul>	<ul style="list-style-type: none"> <li>Accurate proof-reading skills.</li> <li>Ability to think creatively</li> </ul>	Application / Interview

	<ul style="list-style-type: none"> <li>• Able to work with adults and students.</li> <li>• Able to work in accordance with the School's safeguarding policies and procedures.</li> <li>• Able to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• Ability to work independently using own initiative with minimum supervision and collaboratively to ensure the delivery of agreed workload.</li> <li>• Can interpret and present written and numerical data in formats including spreadsheets and written reports.</li> <li>• Able to consistently produce high quality work and maintain accurate records.</li> <li>• Physically able to carry out the requirements of the role, with the ability to adapt to new work demands, working practices and technology.</li> <li>• High level of ICT skills including a high level of proficiency in Microsoft Excel, Word Processing and database understanding and the ability to adapt to new ways of working in this area.</li> </ul>		
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience of working with adults and/or students.</li> <li>• Experience of working as a member of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• A minimum of 2 years' experience working in an office or customer services environment.</li> <li>• Experience of writing agendas and accurate concise minutes.</li> <li>• Involvement in communicating with adults and/or students.</li> <li>• Experience of using SIMS desirable, however full training will be given.</li> </ul>	<p>Application / Interview</p>

<p><b>Knowledge and understanding</b></p>	<ul style="list-style-type: none"> <li>• Excellent knowledge of the services that are provided by a school.</li> <li>• Understanding of how to provide service</li> <li>• Basic knowledge of equal opportunities in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of office procedures.</li> <li>• An understanding of SIMS.</li> <li>• An understanding of Safeguarding and Child Protection.</li> <li>• Good communication skills in order to be able to take accurate information from people and give out accurate information over the telephone and in person.</li> </ul>	<p>Application / Interview</p>
<p><b>Other requirements</b></p>	<ul style="list-style-type: none"> <li>• Committed to their own professional development.</li> <li>• Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers.</li> <li>• A flexible approach to working hours.</li> </ul>		<p>Application / Interview</p>

**Job description reviewed by: Rebecca Fawcett, Operations Manager**

**Date: March 2023**