**Bolton-on-Swale St Mary’s CE Primary School**

**‘To love, live and learn together’**

**PERSON SPECIFICATION School Administrator**

**JOB TITLE: School Administrator ( Grade CD))**

| **Essential upon appointment** | **Desirable on appointment** (if not attained, development may be provided for successful candidate) |
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| **Knowledge*** Knowledge of administration and office systems
 | * Knowledge of SIMS; Parent Pay; Parent Mail or similar
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| **Experience** |  |
| * Clerical or administrative experience
* Experience of working with Microsoft Office; Excel
 | * Cash handling experience
* Experience of working in a Primary School setting
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| **Occupational Skills**  |  |
| * Computer literate
* Good interpersonal and communication skills; verbal and written
* Good numeracy and literacy skills
* Judgemental skills
* Ability to work to deadlines
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| **Qualifications** |  |
| * GCSE English and Maths as minimum
* Qualification to Level 3 or equivalent as minimum
 | * Relevant IT qualifications
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| **Personal Qualities*** Attention to detail and accuracy
* Ability to relate well to adults and children
* Organisational skills
* Ability to work successfully in a team
* Ability to work independently
* A sense of humour and a ‘can do’ attitude
* Confidentiality
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| **Other Requirements** |  |
| * To be committed to the school’s policy and ethos and to be supportive of its distinctive Christian ethos
* To be committed to Continual Professional Development.
* Motivation to work with children and young people.
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
* Enhanced DBS clearance required
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| **Equal Opportunities*** To assist in ensuring that NYCC’s equalities policies are considered within the school’s working practices in terms of both employment and service delivery.
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