**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 |
| **Experience** |  |
| * Clerical or administrative experience * Experience of working with Microsoft Office; Excel | * Cash handling experience * Experience of working in a Primary School setting |
| **Occupational Skills** |  |
| * Computer literate * Good interpersonal and communication skills; verbal and written * Good numeracy and literacy skills * Judgemental skills * Ability to work to deadlines |  |
| **Qualifications** |  |
| * GCSE English and Maths as minimum * Qualification to Level 3 or equivalent as minimum | * Relevant IT qualifications |
| **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 |  |
| **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 |  |
| **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. |  |