



Person Specification School Administrator

Qualifications & Training	Essential	Desirable
GCSEs (or equivalent) in English and Maths	✓	
First Aid qualification (or willingness to undertake training)		✓
Safeguarding training (or willingness to complete upon appointment)		✓
Experience		
Experience working in a busy reception or front office environment	✓	
Experience working in a school or educational setting		✓
Good IT skills, including proficiency in Microsoft Office applications, particularly Outlook, Word and Excel	✓	
Experience handling confidential or sensitive information	✓	
Experience maintaining accurate records and processing administrative documentation	✓	
Experience of using Arbor or another school Management Information System (MIS), InVentry, Evolve, Groupcall or similar school administration systems.		✓
Experience of coordinating school trips, admissions, attendance, detentions, events or other administrative processes		✓
Experience dealing with parents/carers, external agencies and other stakeholders		✓
Skills & Knowledge		
Excellent verbal and written communication skills	✓	
Strong interpersonal skills; ability to communicate with students, staff, parents/carers and visitors professionally	✓	
High level of attention to detail and accuracy	✓	
Ability to multitask, prioritise competing demands and work under pressure in a fast-paced environment	✓	
Good organisational and time management skills	✓	
Ability to maintain accurate records and manage confidential information appropriately	✓	
Knowledge of safeguarding procedures and the importance of maintaining site security	✓	

Ability to follow procedures relating to visitor management, student sign-in/sign-out and safeguarding checks	✓	
Ability to handle challenging or sensitive situations with tact and discretion	✓	
Ability to produce correspondence, maintain files and undertake general office administration	✓	
Understanding of data protection, confidentiality and information-handling requirements	✓	
Personal Attributes		
Professional, courteous, and approachable	✓	
Reliable and punctual	✓	
Calm and confident under pressure	✓	
Demonstrates initiative, flexibility and a proactive approach to problem-solving	✓	
Committed to maintaining confidentiality	✓	
Able to work independently and as part of a team	✓	
Committed to providing a high-quality service and promoting a positive image of the school	✓	
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to participate in training and development opportunities	✓	
Willingness to support school events and contribute to the wider life of the school	✓	

Assessment Methods

Criteria may be assessed through:

- Application form
- Supporting statement
- Shortlisting
- Interview process including tasks
- References
- Verification of qualifications
- Safeguarding and pre-employment checks