 **GREEN LANE PRIMARY ACADEMY**

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| **PERSON SPECIFICATION – ADMINISTRATOR** |
| **CRITERIA** | **QUALITIES (E - essential D - desirable)** | **E** | **D** |
| **Qualifications and Training** | * Relevant qualifications or experience in admin and office work
* Good numeracy and literacy skills – GCSEs or equivalent
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| **Experience** | * Carrying out administrative tasks
* Dealing with face to face and telephone interactions
* Working as part of a team and collaborating with colleagues
* Working in a school setting
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| **Skills and Knowledge** | * Good oral and written communication skills
* Ability to plan, organise and prioritise to meet deadlines
* Ability to use own initiative and take action accordingly
* Ability to use IT packages, word processing and information management systems
* Ability to build effective working relationships
* Understanding of data protection and confidentiality
* Understanding of safeguarding and the Single Central Record
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| **Personal Qualities** | * Commitment to promoting the ethos and values of the school
* Commitment to acting with honesty, integrity, loyalty and fairness to safeguard assets, financial probity and the reputation of the school
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding and equality
* Willingness to learn new skills and undertake training
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