

**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 | **√**  **√** |  |
| **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 | **√**  **√**  **√** | **√** |
| **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 | **√**    **√**  **√**  **√**  **√** | **√**    **√** |
| **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 | **√**  **√**  **√**  **√**  **√** |  |