

Person Specification

Job title:	School Administrator	
Grade:	Grade BS5, new SCP 6	
Establishment or team:	Sandgate School	
	Essential Criteria	Desirable Criteria
Qualifications	GCSE Maths and English A-C Grade or equivalent	Attainment of level 3 qualifications or equivalent (e.g. A Levels) Business Administration qualification
Professional Experience	Minimum of 2 years' practical experience of working in an office environment, preferably within the education sector	Experience of working with one or more of the following: SIMS; FMS; ParentMail; Live Kitchen Experience of school administration relating to one or more of: <ul style="list-style-type: none"> • Student attendance • Early Help and related processes • HR procedures e.g. staff recruitment Further experience of school procedures relating to attendance, Early Help, and/or staff recruitment/HR processes
Knowledge	Knowledge of school administration practices and procedures Knowledge and awareness of the importance of confidentiality and data protection An understanding of the ethos of a school	Knowledge of one or more of the following: SIMS; FMS; ParentMail; Live Kitchen An understanding of safeguarding issues relating to children and other school stakeholders
Skills / attributes	Ability to fulfil reception duties including: <ul style="list-style-type: none"> • a polite, professional telephone manner • ability to take and relay accurate messages • providing a first point of contact service for pupils, parents/guardians, visitors, staff and other outside agencies Ability to undertake a range of office administration tasks accurately and efficiently, including data entry skills Ability to relate to and communicate well with children, parents/carers, visitors, staff and other outside agencies Excellent organisational skills	Skilled user of one or more of the following: SIMS; FMS; ParentMail; Live Kitchen

	<p>Ability to prioritise workload and to work to, and to meet, deadlines</p> <p>Problem-solving skills</p> <p>Ability to work accurately under pressure in a very busy environment</p> <p>Ability to work using own initiative and as part of a team</p> <p>Ability to work in partnership with all staff, teaching and support, governors and parents with resilience and enthusiasm</p>	
Personal	<p>Approachable, courteous and able to promote a positive image as the first point of contact of the school</p> <p>Energy, enthusiasm, adaptability</p> <p>Discreet & confidential whilst remaining professional and tactful</p> <p>Ability to remain calm and effective, including when under pressure from competing demands</p> <p>Sets high standards for self</p> <p>Flexible attitude to work including day-to-day demands and changes in the role as the school grows</p> <p>Honesty, integrity and reliability</p>	
Training	Willingness to undertake training in school based computer systems	Previous training in SIMS / FMS / SCR / ParentMail or equivalent systems
Other	<p>Commitment to safeguarding and protecting the welfare of children and young people</p> <p>Commitment to health and safety</p> <p>Commitment to equality and diversity</p>	

Notes:

1. This post has significant access to children and young people and as such the successful candidate will be expected to undergo an enhanced Disclosure & Barring Service check.
2. We will always consider your references before confirming a job offer in writing. In line with Cumbria County Council's Safer Recruitment guidance, we request references at the point that applicants are shortlisted for interview.