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|  | Role: | General Administrator |
| **Salary Scale:** | Scale 4 (25,629-£26,913) |
| **Updated:** | 26th June 2023 |

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| **Descriptor** | **Requirement** | **Evidence** |
|  | D: DesirableE: Essential | A: ApplicationI: Interview |
| *Qualifications/Training* |
| Educated to GCSE or equivalent level, including at least a C grade in English and Maths | E | Application Form |
| Any Relevant qualification applicable to post | D | Application Form |
| Educated to Degree level |  D | Application Form |
| Valid First Aid qualification |  |  |
| *Professional Experience Knowledge and understanding*  |
| Experience of working in an administration role or other role closely aligned to the post/ Minimum of one year of administrative experience | E | Application Form, Interview |
| Good attendance and punctuality record | D | Application Form |
| Experience of developing protocols, processes and procedures | D | Application Form, Interview |
| Experience of minute taking | D | Application Form |
| Experience of planning and coordinating meetings in a time pressured environment | E | Application Form  |
| Experience of using Microsoft Office and/or Google to produce a range of professional documents | E | Application Form, Interview, Task |
| Excellent attendance and punctuality record. | E | Application Form, Interview |
| A commitment to the protection and safeguarding of children and young people. | E | Application Form, Interview |
| A pleasant manner with visitors |  |  |
| *Abilities and Skills* |
| High level of literacy and numeracy | E | Application Form, Interview |
| Proficient in IT with particular skills in Microsoft Office and/or Google | D | Application Form, Interview |
| Specific experience of working in a school, higher education or the arts | E | Application Form, Interview |
| Ability to work independently and as part of a small office team | E | Application Form, Interview |
| Good organisation and administrative skills | E | Application Form, Interview, Task |
| Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality. | E | Application Form, Interview |
| Excellent interpersonal skills/ An excellent telephone manner | E | Application Form, Interview |
| Ability to consult and negotiate with external agencies to reach the best outcome for the school and/or staff | E | Application Form, Interview |
| Ability to work under pressure and meet deadlines whilst still being polite and reasonable | E | Application Form, Interview |
| Ability to maintain effective working relationships with colleagues and others | E | Application Form, Interview |
| Ability to plan time effectively and to organise oneself efficiently (self-manage) | E | Application Form, Interview |
| Ability to value and respect the views and needs of children and young people. | E | Application Form, Interview |
| Experience with databases, particularly | D | Application Form, Interview |
| Knowledge of SIMS would be an advantage, however, training will be given | D | Application Form, Interview |
| Ability to produce reports from data extracted from MI systems | D | Application Form, Interview |
| *Equal Opportunities Awareness* |
| A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way | E | Application Form, Interview |
| A commitment to working in a multi-cultural environment and with pupils and staff from diverse backgrounds and abilities | E | Application Form, Interview |
| A commitment to working in a flexible and collaborative manner with all members of the school community | E | Application Form, Interview |
| *Child Protection & Safeguarding Awareness* |
| A strong understanding of child protection and safeguarding matters | E | Application Form, Interview |
| A commitment to safeguarding and promoting the welfare of young people | E | Application Form, Interview |