

Person Specification: Pre Prep School Administrator



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • High standard of literacy. • Numeracy competence (GCSE or equivalent) • First Aid qualification or willingness to undertake it 	<ul style="list-style-type: none"> • Minimum 5 GCSE passes grade A-C (or equivalent) including English and Mathematics • Pediatric first aid
Experience	<ul style="list-style-type: none"> • Relevant and transferable Administration and customer service experience. • Use of ICT for administration purposes: current Windows based packages including Microsoft Word, Excel, Outlook and PowerPoint • Experience of using effective administrative systems and processes in a busy office • Experience of juggling priorities effectively and seeing tasks to successful completion, despite distractions 	<ul style="list-style-type: none"> • Reception, telephone experience • Experience of working in a school or college environment • Administrative skills such as mail merges, setting up and using more complex spreadsheets and Microsoft Forms.
Knowledge & Skills	<ul style="list-style-type: none"> • Confident user of Microsoft Office suite • Ability to work as part of a team and to be flexible and adaptable to changing situations • Proven ability to manage your own time effectively when necessary, to prioritise and work to tight deadlines whilst retaining a professional composure • Excellent attention to detail and understanding of the importance of accuracy and high standards in all areas • Ability to communicate the School's values and a desire to promote an excellent image of the School • Ability to work in new and challenging situations 	<ul style="list-style-type: none"> • Conversant with relevant educational issues and developments • User of iSAMS or another Management information system

Personal Qualities	<ul style="list-style-type: none"> • Awareness of confidentiality and ability to deal appropriately with sensitive or difficult situations • Able to display the highest levels of integrity and be consistently trustworthy and discrete • Be a problem solver, and to be able to reflect upon one's own practice • Willingness to support the life of the school including school events • A commitment to continuing professional development • Be consistently reliable and punctual • Be of smart professional appearance • Flexible, versatile and self-motivated • Able to work productively with a wide range of staff, parents and pupils • A commitment to safeguarding and promoting the welfare of children • Excellent sense of humour! 	<ul style="list-style-type: none"> • Willingness to become involved in the co-curricular life of the School
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