



Person Specification

School Administrator (Casual)

Staploe Education Trust and its schools are committed to safeguarding and promoting the welfare of children and young people, and expects all adults working within our Trust to share this commitment

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> 5 or more GCSE's (or equivalent level) including English and maths at grades 9-4 (A*-C) or relevant experience First Aid trained to First Aid at Work or Paediatric level, or willing and available to undertake the necessary training 	<ul style="list-style-type: none"> Relevant qualification for school office environment i.e. CSBM A-level (level 3) or higher qualification
Experience	<ul style="list-style-type: none"> At least 3 years' administrative experience Experience of financial management Experience of using databases Willingness to undertake training 	<ul style="list-style-type: none"> Recent experience of working in a school office Experience of using Arbor and other school systems Ability to help identify own training needs Experience of producing reports and to deliver these in a written or verbal form to a variety of audiences Previous experience of reception duties Previous experience of using a finance package
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> Good organisational skills An excellent level of ICT skills – Microsoft Office, Excel, Outlook etc. Excellent communication skills Knowledge of Arbor or a willingness to undertake relevant training Ability to monitor and analyse financial data Ability to ensure risk assessments are appropriate produced Able to develop clear, realistic work plans for self and others to achieve specific objectives 	



	<ul style="list-style-type: none"> • Ability to form strong working relationships with different members of the school team • Is able to seek out relevant information and consult others where necessary • Ability to prioritise workload and manage your workload effectively • Ability to anticipate and pre-empt problems based on knowledge and experience • Provides information and explains things clearly, concisely and courteously • Values and respects the views and needs of the children and the school • Acts quickly and decisively in a crisis or other time sensitive situation • Ability to converse at ease and provide advice and information in accurate spoken English 	
Qualities	<ul style="list-style-type: none"> • A pleasant and welcoming manner • Punctual and reliable • Open and honest with others • Enthusiastic and hardworking • Adopts a can-do attitude • Complies with agreed policies and procedures • Acts with integrity at all times • Courteous in all communications 	
Other	<ul style="list-style-type: none"> • Willingness to be flexible • Willingness to undertake further training/ development opportunities • Evidence of relevant professional development • A commitment to developing the professional skills of yourself and others • Willing to learn new ICT systems as and when required 	

You must meet the essential criteria in order to be shortlisted for this post and it would be advantageous if you meet the desirable criteria