



School Administrator

PERSON SPECIFICATION

Essential requirements are those, without which, the candidate would not be able to fulfil the responsibilities of the role. It is expected that the post holder will have the knowledge and qualifications indicated or their equivalent.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Professional qualifications	Essential	Desirable	Evidence
Educated to GCSE level in Maths and English	✓		Application and documents
Level 3 Business Administration qualification (e.g., NVQ Level 3 or equivalent)		✓	
First Aid certificate (or willingness to train)		✓	
Professional experience	Essential	Desirable	Evidenced
Administrative or office experience in a reactive, busy environment.	✓		Application Interview References
Experience using management systems, basic finance packages, databases, etc	✓		
Experience in Reception (front of house) or customer service role		✓	
Experience of working in an educational setting or school office.		✓	
Personal skills	Essential	Desirable	Evidenced
Commitment to safeguarding and promoting the welfare of our students whilst maintaining confidentiality	✓		Interview References
Reliable and punctual	✓		
Ability to work using own initiative and as part of a team	✓		
Clear, professional written and verbal communication skills to deal with students, parents, and staff.	✓		
Ability to multi-task, prioritise under pressure, and meet strict deadlines with high attention to detail	✓		



Testbourne Community School

Personal attributes	Essential	Desirable	Evidenced
Keen to support the values, vision, ethos and culture of the school, recognising the needs of students, staff and the community.	✓		Interview
Positive mind set with a passion for overcoming barriers.	✓		
Strong working ethos with a pro-active, positive, enthusiastic and flexible approach.	✓		

Working conditions – environment, and physical effort or strain.

Minimal degree of physical effort involved.

Context/additional information

Role holders will occasionally be required to attend training to keep their skills and knowledge up to date.

There is a particular responsibility to maintain high standards of health and safety, in order to ensure that students and staff are protected from various hazards, within the framework of relevant risk assessments.