



SS Philip and James C of E Primary School
PERSON SPECIFICATION
School Administrator 2026

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It will be used in the short-listing and interview process for this post.

	Essential	Desirable	Assessed by
Qualifications	GCSE or equivalent Maths and English	First Aid trained	APPLICATION FORM
Experience	- Experience of administration or a desire to learn - Experience of working successfully and cooperatively as a member of a team - Experience of using E-mail and Microsoft Office packages	Administration experience in a school Experience of school systems (or similar workplace)	APPLICATION FORM INTERVIEW
Skills	- Have a high level of personal confidence in the use of/or ability to learn IT packages - Ability to organise and prioritise own workload with supervision - Work constructively as part of a team - Communicate effectively with staff, children, parents & stakeholders		APPLICATION FORM INTERVIEW
Knowledge	- Awareness and understanding of the expectations of working in a school office - Participate in development and training opportunities	Recognise the importance of Safeguarding principles within a school setting	APPLICATION FORM. INTERVIEW
Personal Attributes	- Enthusiastic - Flexible - Approachable		APPLICATION FORM INTERVIEW

	• Good interpersonal skills, sense of humour and energy • Caring towards the needs of children and their parents • Professionalism • Good record of attendance and punctuality. • Prepared to go the extra mile		
Commitment	• To promote equal opportunities for all • To participate in the full life of the school		APPLICATION FORM INTERVIEW
Ethos and safeguarding	• Willing and able to sustain and develop the Christian character of this Church school. • Respect and maintain confidentiality but have regard to the safeguarding protocols of information sharing where necessary. • Ability to form and maintain appropriate relationships and personal boundaries with students. • Follow all school policies and procedures.	Knowledge of the Christian faith and its applications to everyday life.	APPLICATION FORM INTERVIEW