

PERSON SPECIFICATION FEDERATION ADMINISTRATOR / SCHOOL ADMINISTRATOR

	Essential	Desirable
Education and Training		
Level 3 qualification or minimum of 3 GCSEs (including Maths and English) at Grade C / 4 or above	✓	
First Aid Qualification		✓
Experience		
Experience of working in a busy office environment	✓	
Experience of working in an education/school setting		✓
Ability to work under direction and on own initiative	✓	
Handling confidential information		✓
Knowledge, Skills and Abilities		
Excellent administration skills	✓	
Excellent organisational and time management skills	✓	
Effective and clear communication skills	✓	
Effective use of IT applications including proficiency in Microsoft Office 365 applications	✓	
Ability to produce reports which may include trend analysis and charts to improve understanding for audience	✓	
Familiarity with school systems such as SIMS, ParentPay, eSchools, School Cloud		✓
Ability to deal with people at a variety of levels with politeness, sensitivity, tact and understand the need to respect confidentiality, which is of paramount importance	✓	
Understanding of safeguarding guidelines and procedures		✓
Personal Qualities		
Excellent inter-personal skills with both adults and children	✓	
Ability to work effectively and respond well under pressure and be able to prioritise tasks	✓	
Be able to demonstrate effective team working	✓	
Ability to remain calm and organised	✓	
Be a strong communicator with a positive, pleasant and welcoming manner	✓	
Demonstrate attention to detail and accuracy at all times	✓	
Hardworking and organised	✓	

Forest Edge Federation:

Tutshill C of E Primary School, Tutshill, Nr Chepstow, Gloucestershire, NP16 7BJ

and

Woolaston Primary School, Netherend, Nr Lydney, Gloucestershire, GL15 6PH

