# School Administrator Apprenticeship – Person Specification

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|  | **Essential** | **Desirable** | **Measured by** |
| Qualifications/**Training** | * Educated to GCSE Standard at Grade A – C for a minimum of 5 GCSEs including Mathematics and English
* Commitment to training / health and safety legislation
 | * Vocational qualification, NVQ (or equivalent) in a relevant discipline
 | A/QI |
| Knowledge andExperience | **Work towards knowledge and experience*** Experience of working in a team
 | **Work towards knowledge and experience*** Experience of general office procedures e.g. manual and computerised records and filing systems, photocopying, emails and faxes
* Telephonist customer services
 | A/I |
| **Skills and Ability** | * Organised approach to work in relation to professional standards and competencies
* ICT Literate (MS Office)
* Ability to produce written communications which are readily understood
* Good communication and numeracy skills
* Ability to research information from relevant sources and present clearly
* Flexible approach to changing work tasks
 | * Ability to work in a busy environment
* Ability to meet deadlines and work to a tight schedule
* Ability to manage own work effectively
* Safe working procedures i.e. manual handling
* Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate
* Ability to work flexibly across whole school to meet requirements
 | A/IA/IA/IA/IA/IA/I |
| **Personal Qualities and Attitude** | * Committed to safeguarding and promoting the welfare of children and young people
* High level of emotional intelligence
* Friendly and outgoing
* Able and willing to establish good professional relationships
* Commitment to high standards
* Commitment to team work
* Willingness to learn
* On occasions to work evenings and weekends for special events
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Key:

A: Application form

I: Interview

Q; Qualification check