# School Administrator Apprenticeship (Level 3) – 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 * Level 2 Vocational qualification, NVQ (or equivalent) in a relevant discipline * Commitment to training / health and safety legislation, | * Higher level vocational qualification, NVQ (or equivalent) in a relevant discipline | Application form  Interview  Verification of qualifications |
| Knowledge andExperience | * Customer Services, Telephone etiquette * Experience of working in a team * Experience of general office procedures e.g. manual and computerised records and filing systems | **Work towards knowledge and experience**   * Contribute to organising the office environment and events | Application form  Interview |
| **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 * 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 * Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate | * Ability to manage own work effectively * Prioritise to meet the demands of a fast paced busy working environment * Safe working procedures i.e. manual handling * Ability to work flexibly across whole school to meet requirements | Application form  Interview |
| **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 |  | Interview |