# 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 formInterviewVerification 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 formInterview |
| **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 formInterview |
| **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 |