

THE WESTGATE SCHOOL – Administrator Person Specification

| Qualifications and training | Essential | Desirable |
|---|-----------|-----------|
| Educated to GCSE level grade C or equivalent including Mathematics | √ | |
| Administration experience | √ | |
| Experience with SIMS (School Information Management System) | | √ |
| Knowledge | Essential | Desirable |
| Able to evidence and apply knowledge and understanding of: | | |
| Basic administrative duties including filing, and photocopying | √ | |
| ICT skills including basic or intermediate Microsoft programmes Word and Excel | √ | |
| Electronic communication systems | √ | |
| Diary management | √ | |
| Skills and abilities | Essential | Desirable |
| Able to demonstrate evidence of: | | |
| Liaising confidently with a variety of staff and pupils | √ | |
| Accurately entering data | √ | |
| Recognising sensitive, confidential situations and dealing with them accordingly | √ | |
| Dealing with a number of tasks simultaneously | √ | |
| Communicating effectively and diplomatically both verbally and in writing at all levels | √ | |
| Researching information using ICT effectively and efficiently including the use of e-mail communication | √ | |
| Working to tight deadlines effectively | √ | |
| Produce accurate information on a timely basis | √ | |
| To learn new skills and be committed to professional development | √ | |
| Designing useful forms and creating effective documents. | | √ |
| Successful proven experience of: | Essential | Desirable |

| | | |
|---|-----------|-----------|
| Proven work record in an administrative environment | √ | |
| Experienced at dealing with confidential information appropriately | √ | |
| Previous employment in the education sector | | √ |
| Personal qualities, attitudes and approaches The successful candidate will: | Essential | Desirable |
| Excellent interpersonal skills | √ | |
| Prepared to work flexibly within reason | √ | |
| Able to work independently and as part of a team | √ | |
| Suitable to work with children | √ | |
| Have good command of the English Language both orally and in writing | √ | |
| Be reliable and patient | √ | |
| Demonstrate a methodical and organised approach to work | √ | |
| Able to pay accurate attention to detail | √ | |
| Good sense of humour | | |
| Be able to take on board feedback positively and act on it | √ | |
| Be committed, personally and professionally to the philosophies of the school | √ | |