

PERSON SPECIFICATION - School Administrator	Essential / Desirable
Qualifications:	
English & Maths equivalent to GCSE grade C or above	E
5 passes at GCSE or equivalent (levels 9 to 4 or A-C)	D
Level 3 qualification, or above, relevant to the role	D
Experience:	
Working in a busy environment	E
Working in a Reprographic department	D
Familiarity with school management systems	D
Working in a large and diverse organisation	D
Knowledge, Skills and Abilities:	
Knowledge of DfE - Keeping Children Safe in Education	E
Produce resources using a range of copiers and printing presses	D
Use a range of reprographic equipment	D
Knowledge of key computer packages; e.g. SIMS Lesson Monitor, CPOMS, Google Drive	D
Excellent IT skills and good working knowledge of MS and Design computer packages	D
Ability to prioritise workloads	E
Ability to work on own initiative	E
Ability to effectively manage tasks from a number of people	E
Excellent customer service skills	E
Ability to record and convey messages clearly and concisely	E
Excellent interpersonal skills	E
The ability to develop successful working relationships	E
Excellent time management skills and flexibility within the role	E

Methodical and organised approach to work, with the ability to problem solve	E
Works well under pressure	E
Ability to demonstrate excellent communication skills	E
Ability to adapt to changing circumstances	D
Further Requirements:	
Commitment to Equality and Diversity	E
An understanding of and commitment to safeguarding	E
An understanding of health & safety at work	E