

## Teaching School Administrator - Person Specification

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of administrative work in a busy environment Educated to NVQ Level 3 or equivalent
	Knowledge of relevant policies and procedures	Working knowledge of appropriate educational policy and procedures
	Literacy	Level 2/GCSE equivalent in English with and ability to communicate effectively in a clear and concise manner
	Numeracy	Level 2/GCSE equivalent in mathematics with an understanding of using maths to inform and improve
	Technology	Ability to use word processor, photocopier and wide range of administrative IT packages
<b>Communication</b>	Written	Ability to complete returns, write letters and reports
	Verbal	Ability to exchange verbal information in English clearly and sensitively with adults and children
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues and other stakeholders
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Awareness and understanding of the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the Trust in relation to the role
	Child Development	Awareness of pupils' development and needs.
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
<b>Working with others</b>	Working with partners	Establish effective relationships with those working in and with the Teaching School and the schools linked with it.
	Relationships	Ability to establish rapport and respectful and trusting relationships

		with children, their families and carers, staff, students and stakeholders.
	Team work	Ability to work effectively with other adults in the organisation Ability to work on own initiative
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Excellent organisational skills Ability to work accurately with attention to detail
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to work Ability to resolve problems independently
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Understanding of Health & Safety
	Child Protection	Understand and implement Child Protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality and apply them.
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance