

Person Specification: Primary School Administrator

Essential Criteria

Qualifications & Experience

- GCSEs (or equivalent) in English and Mathematics (minimum Grade C/4).
- Proven experience in an administrative role, preferably within an educational setting.
- Competence in using Microsoft Office Suite (Word, Excel, Outlook), Sway, Canva or similar and school management systems.

Skills & Abilities

- Excellent organisational and time-management skills.
- Strong verbal and written communication skills.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Attention to detail and accuracy in record-keeping.
- Ability to prioritise tasks and work under pressure to meet deadlines.

Personal Qualities

- Professional, approachable, and friendly manner.
- Ability to work independently and as part of a team.
- Flexible and adaptable to changing priorities.
- Commitment to safeguarding and promoting the welfare of children.

Desirable Criteria

- Experience with Arbor or other school information systems.
 - Knowledge of school policies and procedures.
 - First Aid qualification.
 - Experience in handling financial transactions or budgeting.
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