

Dudley House School
Person Specification - School Administrator



Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none"> ➤ GCSE English and maths (or equivalent) ➤ Relevant business/administration qualification ➤ First aid training (or willingness to complete it)
Experience	<ul style="list-style-type: none"> ➤ Working in an office / administrative environment ➤ Dealing with face-to-face and telephone interactions ➤ Developing, managing and operating clerical/administrative/financial and organisational systems ➤ Working with children or young people ➤ Managing school finances and budgets ➤ Analysing and evaluating data
Skills and knowledge	<ul style="list-style-type: none"> ➤ Excellent literacy and numeracy skills ➤ Good knowledge of financial regulations and procedures ➤ Competent use of IT packages including word processing, spreadsheets, computerised accounting systems and school MIS systems ➤ Ability to use relevant office equipment effectively ➤ Ability to plan, organise and prioritise ➤ Accurate, with excellent attention to detail ➤ Understanding of data protection and confidentiality ➤ Understanding of safeguarding
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Ability to relate well to both children and adults, displaying warmth, care and sensitivity ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Flexible and embraces change well ➤ Deals with difficult situations effectively ➤ Hard working, reliable, trustworthy and enthusiastic