

Personal Specification School Administrator (Level 4)

Job title:	School Administrator (Level 4)	Ealing GLPC Grade:	Scale 8-10
School:	Vicar's Green Primary School		
Line manager:	Senior Leadership Team		
Supervisory responsibility:	Supervise training and develop other school administrative and clerical staff as necessary		
Hours:	Flexible		

Essential Requirements

Education and Experience

- Experience of providing administrative and organisational support within a busy environment.
- Experience of maintaining manual and computerised record systems.
- Experience of using ICT packages, including word processing, databases and spreadsheets.
- Experience of undertaking financial administration.
- Experience of working with children, parents, staff and external agencies.

Knowledge, Skills and Abilities

- Good literacy, numeracy and ICT skills.
- Ability to organise and prioritise workload and work to deadlines.
- Ability to maintain accurate records and produce clear written information.
- Good communication and interpersonal skills, with the ability to develop effective working relationships.
- Ability to work effectively both independently and as part of a team.
- Knowledge of safeguarding, confidentiality, data protection, health and safety, equality and diversity requirements.
- Commitment to promoting and safeguarding the welfare of children and young people within the school.