

Experience (*essential requirements*)

1. Minimum of three years' experience working as an administrator in a school
2. Highly proficient in the use of Microsoft Office and SIMS data management
3. Experience of FMS accounting system.

Qualifications/Training (*essential requirements*)

4. NVQ Level 4 or Degree or equivalent qualification or experience in relevant discipline

Knowledge/Skills (*essential requirements*)

5. Excellent numeracy/literacy skills
6. Full working knowledge of relevant policies/codes of practice/legislation
7. Ability to interpret advice/statute and to devise policy/practice in the light of these
8. Ability to manage a multi-disciplinary team effectively
9. Ability to relate well to children and adults
10. Ability to persuade, motivate, negotiate and influence
11. Ability to self-evaluate learning needs and actively seek learning opportunities
12. Ability to relate well to children and adults
13. Knowledge of child development
14. Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people
15. Commitment to the protection and safeguarding of children and young people.
16. Value and respect the views and needs of children and young people
17. Work collaboratively and supportively with colleagues within the organisation and with colleagues in other organisations
18. Respect and value the different experiences, ideas and backgrounds others can bring to work and to teams
19. Be resilient and demonstrates ability to work well under pressure. Manages time effectively
20. Willing to work willingly within organisational procedures, processes and to meet required standards for the role
21. Committed to continual personal and professional development
22. Reflective and learns from past experiences