

SIR ROGER MANWOOD'S SCHOOL: LOWER SCHOOL PASTORAL ADMINISTRATOR

PERSON SPECIFICATION

Qualifications & Experience

Essential	Desirable
Experience of effective team working	Experience of covering lessons
Experience of producing own documentation, or drafting for others	First Aid qualification or willingness to gain one
	Experience of working in a school environment

Knowledge & Skills

Essential	Desirable
Excellent organisational skills and ability to deal with a number of events and tasks with competing timescales	Awareness of data protection legislation
Excellent demonstrable verbal and written communication skills appropriate to the need to communicate effectively with colleagues, parents, media and other professionals	Working knowledge of SIMS software package
Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems	
Ability to work constructively as part of a team, understanding school roles and responsibilities	
Ability to manage projects, liaising with colleagues to meet project deadlines and objectives	
Ability to see the 'bigger picture' and understand how small things contribute to overall image	
Ability to build and form good relationships with colleagues, parents and students	
Ability to absorb and understand a wide range of information	

Personal Qualities

Essential
Able to demonstrate a 'can-do' attitude, with a creative approach to problem-solving
Able to follow direction from Line Manager
Ability to show initiative and work under pressure
Able to identify when to ask for guidance if the situation demands it
Able to work flexibly to support others and respond to unplanned situations
Able to appropriately deal with confidential information
Efficient and meticulous in organisation
Desire to enhance and develop skills and knowledge through CPD
Willing to work within agreed organisational procedures, processes and to meet the required standards for the role
Commitment to the highest standards of child protection
Recognition of the importance of personal responsibility for Health & Safety
Commitment to the school's ethos, aims and its whole community