

# The Roman Catholic Diocese of Hexham and Newcastle

In partnership with

Bishop Wilkinson Catholic Education Trust



## Person Specification School Administrator

Application	
Criteria	Essential/Desirable
Well presented application form	Essential

Knowledge	
Criteria	Essential/Desirable
Good knowledge of ICT, including Microsoft Office programmes, such as Word and Excel	Essential
Knowledge of Management Information Systems (SIMS) and associated data entry procedures	Desirable

Education and Training	
Criteria	Essential/Desirable
Maths and English GCSE at Grade C or above, or equivalent	Essential
Level 3 Qualification in the relevant subject area	Desirable
First Aid Qualification	Desirable

Experience	
Criteria	Essential/Desirable
Relevant and recent experience of working in a customer service or administrative or receptionist role.	Essential
Experience of working in an educational setting.	Desirable
Experience of creating or improving administrative systems	Desirable

Skills and Abilities	
Criteria	Essential/Desirable
Maintain high standards of communication, both in writing and verbally, with staff, pupils, parents and external agencies.	Essential
Ability to work as an effective team member	Essential
Ability to relate well with staff and pupils to build appropriate and effective working relationships.	Essential
Excellent organisational skills.	Essential
Ability to work well under pressure, manage time effectively and prioritise workload.	Essential
Good work ethic and the ability to work to own initiative.	Essential
Ability to be flexible and respond to need as it arises	Essential
A friendly and calm demeanour, able to welcome visitors and deal with a busy Reception area.	Essential

References	
Criteria	Essential/Desirable
Fully supportive without reservation	Essential