

Person Specification

Essential Criteria

Experience

- Experience working in an administrative role
- Experience managing data or record systems
- Experience working in a busy, customer-facing environment

Skills & Knowledge

- Strong organisational and time management skills
- Excellent communication and interpersonal skills
- Ability to use IT systems confidently (e.g. Microsoft/google email, spreadsheets)
- High level of accuracy and attention to detail
- Ability to prioritise workload and work under pressure

Personal Qualities

- Professional, friendly, and approachable manner
- Proactive and able to use initiative
- Reliable and trustworthy
- Committed to safeguarding and confidentiality

Desirable Criteria

- Experience working in a school environment
- Knowledge of school MIS systems (e.g. Arbor / BrightHR)
- Understanding of attendance procedures and safeguarding requirements
- Experience managing stock or ordering systems