

| Person Specification – School Administrator Widford Lodge Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | | | |
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| | Essential Qualities without which the Applicant could not be appointed | Desirable Qualities which can be used to differentiate applicants | Method of assessment |
| Qualifications | 3 A-levels – grade C or above | First Aid qualification Business or Administration qualifications | <i>Certificates</i> |
| Experience | Experience of working in a busy office | Experience of working in a school office. First Aid Finance | <i>Application form and references</i> |
| Skills | Excellent IT skills – all Microsoft Office applications (Word, excel, powerpoint, outlook) Excellent interpersonal skills – ability to communicate effectively with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors Excellent written and verbal communication skills | SIMS knowledge and experience | <i>Application form, references and interview (including written task)</i> |
| Knowledge | Administrative processes | School administrative processes and regulatory requirements | <i>Application form and interview</i> |
| Personal, competencies and qualities | Strong willingness to contribute to our culture and ethos and to support our pupils A strong sense of teamwork with a willingness to work collaboratively with colleagues Ability to work independently and to prioritise appropriately Ability to remain calm in stressful situations An understanding of how successful change happens and can be supported A proactive and positive attitude, to help to support a strong Widford Lodge School community, characterised by caring, respectful empathetic relationship with pupils and parents | | <i>Application form, references and interview (including observed lesson)</i> |