

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.			
	Essential Qualities without which the Applicant could not be appointed	Desirable Qualities which can be used to differentiate applicants	Method of assessment
Qualifications	<ul style="list-style-type: none"> 3 A-levels – grade C or above 	<ul style="list-style-type: none"> First Aid qualification Business or Administration qualifications 	<i>Certificates</i>
Experience	<ul style="list-style-type: none"> Experience of working in a busy office 	<ul style="list-style-type: none"> Experience working in a school office First Aid experience Finance knowledge Marketing and social media 	<i>Application form and references</i>
Skills	<ul style="list-style-type: none"> Excellent IT skills – all Microsoft Office applications (Word, excel, powerpoint, outlook) Excellent interpersonal skills – ability to communicate effectively with other school staff including senior leadership team, pupils, parents, suppliers, visitors Excellent written and verbal communication skills 	<ul style="list-style-type: none"> SIMS knowledge and experience Marketing and social media 	<i>Application form, references and interview (including written task)</i>
Knowledge	<ul style="list-style-type: none"> Administrative processes 	<ul style="list-style-type: none"> School administrative and regulatory requirements 	<i>Application form and interview</i>
Personal, competencies and qualities	<ul style="list-style-type: none"> A proactive and positive attitude A confident demeanour Highly organised and able to manage multiple, conflicting demands Excellent time management Strong willingness to contribute to our culture and ethos and to support our pupils A strong sense of teamwork with an ability to work collaboratively with colleagues Ability to work independently and to prioritise appropriately Ability to remain calm in stressful situations A caring, respectful, empathetic approach to relationships (with pupils and parents) 	<ul style="list-style-type: none"> An understanding of how successful change happens and can be supported 	<i>Application form, references and interview</i>