



# Highclare School

## **Administrator (General) Person Specification**

### **Essential Skills Required**

1. Be willing to work in a developing and pressured environment to meet the needs of the school, managing competing and changing priorities to meet deadlines
2. Work in a confidential manner in accordance with procedures and policies
3. Produce accurate work to a high standard
4. Have excellent communication skills and excellent telephone manner
5. Able and confident to work on own initiative
6. Ability to evaluate and improve working practices over time.
7. A minimum of 5 GCSE's or equivalent including Maths and English at Grade C or above

### **Desirable skills**

1. School experience
2. Experience of SIMS

Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to List 99 enquiries which are obtained in the form of an Enhanced Disclosure from the Criminal Records Bureau.