**Person specification: School Improvement Administrator**

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| **Personal Attributes Required** | **Essential (E) o**r **Desirable (D)** | **Method of Assessment** |
| **Qualifications**NVQ Level 3 in Business/Administration (Equivalent) Literate and numerateComputer qualification e.g. ECDL, CLAIT | EEE | AF/IAF/IAF/I |
| **Experience** Experience of working in an office environment Experience of using IT systems to maintain accurate records and management of dataRecord Keeping both manual and digital Experience of working in a business support role in an education settingExperience of diary management, arranging and booking meetings Experience of minute taking Experience of letter writing, compiling and writing reports for various stakeholdersExperience of finance, payroll, invoicing and petty cashExperience of providing administrative support to the Schools Causing Concern Protocol PanelExperience of handling complaints and customer service Experience of stock controlsDriver License and own car  | EEEDEEEDDDDD | AF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/I |
| **Knowledge / Skills / Abilities**Excellent interpersonal skills to communicate effectively with the wider community and external partners An ability to develop a good working relationship with colleagues and partners to deliver a coordinated responseEffective communication with work colleagues, partners, providers and service users, verbally and written.Responding to enquiries with the correct salutation. Working as part of team with shared responsibility for service delivery.Working knowledge of all systems, IT skills such as Microsoft Office/360 Knowledge of information management and governance protocols including General Data Protection RegulationWorking to pre-determined deadlines, prioritising work effectively and accounting for delivery.Knowledge of OFSTED and DfE requirements, particularly in relation to school improvement | EEEEEEED | AF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/I |

**AF = Application Form**

**I = Interview**