

Mill Mead Primary School



School Administrator Person Specification

Criteria	Essential	Desirable
Qualifications & Training		
Good standard of education (e.g. GCSEs including English and Maths, or equivalent)	✓	
Relevant administrative or business qualification (e.g. NVQ Level 3 or equivalent)		✓
Evidence of continued professional development		✓
First Aid qualification		✓
Experience		
Experience working in a busy office environment	✓	
Experience using ICT systems, databases, and Microsoft Office suite	✓	
Experience of working in a school or educational setting		✓
Experience liaising with parents/carers, staff, and external agencies		✓
Handling confidential or sensitive information appropriately	✓	
Knowledge & Skills		
Strong administrative and organisational skills	✓	
Excellent written and verbal communication skills	✓	
Proficiency in using IT equipment and software including word processing, spreadsheets, and email	✓	
Ability to analyse and evaluate data and produce reports	✓	
Knowledge of safeguarding and child protection procedures	✓	
Ability to follow policies, procedures, and regulatory requirements	✓	

Understanding of the importance of confidentiality and data protection (e.g., GDPR)	✓	
Creative and flexible approach to problem-solving and developing systems	✓	
Personal Qualities		
Friendly, approachable and professional manner	✓	
Reliable and able to work independently with minimal supervision	✓	
Able to work under pressure and manage time effectively	✓	
Attention to detail and a high level of accuracy	✓	
Commitment to safeguarding and promoting the welfare of children	✓	
Willingness to undertake lunchtime, breaktime or wraparound care duties as required	✓	
Demonstrates initiative and a proactive attitude	✓	
Other Requirements		
Commitment to ongoing training and professional development	✓	
Willingness to be flexible to meet the needs of the school	✓	
Commitment to uphold and promote the values and ethos of Mill Mead Primary School	✓	