



## PERSON SPECIFICATION

### School Administrator – The Minster School

A Person Specification defines the required qualifications, knowledge, skills and qualities of the staff sought by Minster Trust for Education (MITRE) Trustees in the recruitment and selection process – these are referred to as essential in the table below.

All members of staff employed by the Minster Trust for Education support and promote the school's aims:

1. To create an atmosphere of caring and purpose derived from commitment to moral and religious principles;
2. To engender a lifelong love of learning;
3. To encourage each child to strive for his or her best in intellectual, physical and spiritual growth;
4. To help each child to develop relationships with others which are founded on mutual respect and the pursuit of lasting happiness;
5. To encourage and develop leadership and active citizenship within the school and wider community which fosters a sense of dignity, vocation and purpose for every individual;
6. To develop and maintain excellence in teaching and learning.

*Note: when completing your application form please have regard to how each of the **essential** elements of the person specification will be assessed (refer to evidence key at the end of this document). In particular, please ensure that you provide **written** evidence of how you meet the specification for those noted as **W**.*

## Attributes & Requirements

	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; Training</b>	<ul style="list-style-type: none"><li>• A minimum of 5 GCSEs (Grade A-C) or equivalent including English and Maths. (W, D).</li></ul>	<ul style="list-style-type: none"><li>• Relevant Level 3 qualifications (W, D).</li></ul>
<b>Experience and Skills</b>	<ul style="list-style-type: none"><li>• Recent experience of administration work (W).</li><li>• Experience of collating and presenting data (W, I).</li><li>• Experience &amp; proven ability to use a variety of computer applications, in particular Microsoft Office (W, I).</li><li>• Ability to communicate effectively both written and orally (W, I).</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in an administrative post in a school (I).</li><li>• Experience of organising events/trips (W).</li><li>• Experience of directly supporting more senior members of staff with administration (I).</li><li>• Ability to minute meetings(W)</li></ul>



	<ul style="list-style-type: none"><li>• Able to prioritise and organise work effectively, work to strict deadlines and remain calm under pressure. (W, I).</li><li>• Methodical approach to work tasks with key emphasis on accuracy and attention to detail. (W, I).</li></ul>	<ul style="list-style-type: none"><li>• An enjoyment of art and design and an artistic flair for planning and designing display boards. (W)</li><li>• Experience in stock management (stock taking and ordering) (W)</li></ul>
<b>Qualities and Attributes</b>	<ul style="list-style-type: none"><li>• Proven interpersonal and communication skills to deal effectively with staff, students, parents, governors and outside agencies, in person, in writing and on the telephone. (I).</li><li>• Ability to develop and maintain effective working relationships (I).</li><li>• Discrete and considerate when dealing with sensitive and confidential matters. (W, I).</li><li>• Proven ability to work on own initiative and make decisions (I).</li><li>• Ability to work as an effective member of a team (I).</li><li>• Excellent organisational skills. (W, I).</li><li>• Ability to adapt to new situations (I).</li></ul>	
<b>Other Conditions</b>	<ul style="list-style-type: none"><li>• An understanding of the confidential nature of aspects of the role. (W, I).</li></ul>	
<b>Equal Opportunities &amp; Safeguarding</b>	<ul style="list-style-type: none"><li>• Understanding and commitment to safeguarding students (W, I).</li><li>• Understanding and commitment to equal opportunities (W, I).</li></ul>	

Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)

Note: Where the requirements are 'Essential' and marked as evidenced by your written application (W) – if your written application does not state how you meet the essential criteria, you will not be shortlisted.

Nov 2021