



PINCHBECK EAST CHURCH OF ENGLAND AND SURFLEET PRIMARY SCHOOLS

Our Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment

PERSON SPECIFICATION – PASTORAL ADMINISTRATOR

	Essential	Desirable	Where Assessed
1. Education and qualifications	<ul style="list-style-type: none"> • GCSE (or equivalent) Maths and English • IT literate • Level 2 NVQ in Business Administration or equivalent 	<ul style="list-style-type: none"> • School admin experience • SEN knowledge 	<ul style="list-style-type: none"> • Application Form • Certificates
2. Knowledge and experience	<ul style="list-style-type: none"> • Has a calm, commonsense approach • Has an understanding of different administration systems and requirements • Prepared to take further training • Proficient in the use of outlook, the internet, word, excel and powerpoint • Is able to use own initiative within the boundaries of the post • Is able to prioritise their daily workload responding to unexpected needs • Has the ability to work effectively with people from a wide range of levels and responsibilities • Works effectively as a team member • Has oral and written communication skills adequate to the role • Is able to accept instruction and seek clarification where necessary 	<ul style="list-style-type: none"> • School office experience • Experience of Scholar Pack MIS 	<ul style="list-style-type: none"> • Application Form • Interview • References
3. Personal Circumstances	<ul style="list-style-type: none"> • Is prepared to work within allotted hours but with additional cover for colleagues as required • Is willing to work additional hours within the needs of the service • Maintains confidentiality at all times as appropriate • Willingness to undertake professional development • Demonstrates the ability to build positive and rewarding relationships within our School community by being approachable, committed, empathetic, enthusiastic, organised, 		<ul style="list-style-type: none"> • Application Form • Interview

patient and resourceful

- Any offer of appointment is subject to a satisfactory references and DBS checks