



Assistant School Administrator – Person Specification

Person Specification: FCJ Assistant School Administrator		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • High standard of literacy. • Numeracy competence (GSCE or equivalent). • Entitled to work in Jersey. 	<ul style="list-style-type: none"> • Minimum 5 GCSE passes grade A-C (or equivalent including English and Mathematics). • Relevant qualifications in office administration eg NVQ level 2/3 in Administration, Business Studies or other secretarial qualifications. • First Aid qualification.
Experience	<ul style="list-style-type: none"> • Use of ICT for administration purposes: current Windows based packages including Microsoft Word, Excel, Outlook and PowerPoint. • Experience of using effective administrative and clerical systems in a busy office environment. 	<ul style="list-style-type: none"> • Experience of working in a school or college environment. • Experience of working with a (school) management information system, with an aptitude for new IT applications. • A knowledge of CMIS and ParentMail. • Experience of working with both children and adults.
Knowledge and Skills	<ul style="list-style-type: none"> • Proven ability to manage your own time effectively, to prioritise and work to tight deadlines whilst retaining a professional composure under pressure. • Excellent attention to detail and understanding of the importance of accuracy and high standards in all areas. • Ability to work as part of a team and to be flexible and adaptable to changing situations. • Ability to communicate the FCJ Values and a desire to promote an excellent image of the school. • Ability to communicate clearly, accurately and helpfully with staff, children, parents, visitors and handle all phone/email enquiries in the same way. • Be a problem-solver with a 'can-do' attitude. • Ability to work in new and challenging situations. 	<ul style="list-style-type: none"> • Conversant with relevant educational issues and developments. • Ability to provide first aid to pupils and staff, with the necessary training. • Post invoices and payments to QuickBooks.



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Personal Qualities	<ul style="list-style-type: none">• Awareness of confidentiality and ability to deal appropriately with sensitive or difficult situations.• To display the highest levels of integrity and complete trustworthiness and discretion.• Be a problem solver and to be able to reflect upon one's own practice.• Willingness to support the life of the school, including school events.• A commitment to continuing professional development.• Have an excellent punctuality and attendance record.• Be of smart professional appearance.• Flexible, versatile and self-motivated.• Able to work productively with a wide range of staff, parents, pupils and other stakeholders.• A commitment to safeguarding and promoting the welfare of children.• Excellent sense of humour!	<ul style="list-style-type: none">• Willingness to become involved in the extra-curricular life of the school.
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