

Stratford upon Avon School

School Administrator Person Specification April 2026

Please read this Person Specification carefully as it will be used to assess candidates as part of the short list and selection process. The recruiting team will be looking for candidates who most closely match the following:

	Essential	Desirable	Evidence base
Qualifications	<ul style="list-style-type: none"> A good general education, including GCSE Mathematics and English at grade C or above (or equivalent) 	<ul style="list-style-type: none"> A further qualification related to administration e.g. NVQ First Aid Certificate 	Application form.
Experience	<ul style="list-style-type: none"> Experience working within an office setting preferably with administration experience 	<ul style="list-style-type: none"> Experience of working in an educational setting Experience of a busy working environment Experience of school admissions 	Application, references and selection process.
Key Competencies and Aptitudes	<ul style="list-style-type: none"> Strong ICT Skills – Excel/Word/PowerPoint Resilient and able to deal with challenge and conflict in a calm and professional manner. Excellent communication skills, both verbal and written Ability to manage time and prioritise effectively Ability to analyse and use data effectively Have the capacity to work under pressure and meet deadlines 	<ul style="list-style-type: none"> Ability to produce reports Be able to work on your own initiative and as part of a team 	Application, references and selection process.
Professional development	<ul style="list-style-type: none"> A willingness to attend training for specific aspects of the job and for generic school-based development. Willingness to be trained as a first aider or to hold a current recognised certificate 	<ul style="list-style-type: none"> Prior experience of putting skills acquired through training into practice. 	Application, references and selection process.
Other information	<ul style="list-style-type: none"> Displays commitment to the protection and safeguarding of children and young people Post subject to Enhanced DBS Disclosure Share the ethos of the school 	<ul style="list-style-type: none"> Willingness to co-ordinate and take part in whole school activities. 	Application, references and selection process.

The school is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment.