



Person Specification



Applications will be assessed against the following criteria:

Essential

Category	Criteria
Qualifications	Good standard of education, including GCSE English and Mathematics at grade C/4 or above, or equivalent.
Experience	Significant administrative experience in a busy office environment.
Experience	Experience of finance administration, including processing orders, invoices, payments, or maintaining financial records.
Experience	Experience of HR administration, recruitment administration, or maintaining confidential staff records.
Skills and knowledge	Strong organisational and administrative skills.
Skills and knowledge	Ability to prioritise workload, manage competing demands, and meet deadlines.

Skills and knowledge	Strong ICT skills, including Microsoft Word, Excel, email, and database systems.
Skills and knowledge	High level of accuracy and attention to detail.
Skills and knowledge	Strong written and verbal communication skills.
Skills and knowledge	Understanding of confidentiality, data protection, and professional boundaries.
Personal qualities	Ability to work independently and as part of a team.
Personal qualities	Professional, child-friendly, reliable, discreet, and approachable manner.
Other	Commitment to safeguarding and promoting the welfare of children and young people.

Desirable

Category	Criteria
Experience	Experience of working in a school or educational setting
Experience	Experience of using school MIS, finance, HR, or payroll systems.

Skills and knowledge	Knowledge of school administrative procedures and compliance requirements.
Skills and knowledge	Understanding of safer recruitment processes.
Skills and knowledge	Understanding of the Single Central Record.
Qualifications	Relevant qualification in administration, finance, HR, or business support.
Other	Sympathy with and commitment to the ethos and values of a Church of England school.