



Saxilby Church of England Primary School

Highfield Road, Saxilby, Lincoln, LN1 2QJ, 01522 702669
www.saxilby.lincs.sch.uk

Person Specification – Administrator (G4)

Requirements	Where identified*	Essential	Desirable
At least 1-year relevant experience in a similar role	A	X	2 years' experience
Computer literate and keyboard skills	A/I	X	
Relevant NVQ Level 2 or equivalent	A		X
Ability to communicate at all levels	I	X	
Have a high attention to detail	A/I/T	X	
Always maintain a high level of confidentiality and integrity	A/I/T	X	
Ability to work as part of a team	A/I	X	
Ability to work on own initiative	T	X	
Ability to use judgement and common sense	I / T	X	
Ability to take on a responsible role	A/I	X	
Willingness to undertake on-going training	I	X	
Awareness and experience of safeguarding	A/I	X	
Substantial administrative skills within an educational background	A		X
Ability to solve problems and implement effective procedures	I	X	
Proven ability to work to competing deadlines, prioritise appropriately and maintain a positive working attitude	I	X	
Pediatric first aid	A		X - can be provided once appointed

*A = Application, I = Interview, T = Task at Interview

Our school is committed to the safeguarding of children and promoting child welfare. The appointment will be subject to an Enhanced DBS Disclosure. All references will be taken up before interview.