Diagram

Description automatically generated

**Systems and Administration Manager**

**Person specification**

**Qualifications**

GCSE maths and English or equivalent qualification or experience.

**Experience**

Working in an administrative/secretarial support role. Experience in a school or similar would be desirable but not essential.

Creating, setting up and using effective manual and computerised administrative systems.

Face-to-face and telephone interaction with customers, visitors, public etc.

**Skills and abilities**

System, IT and administration

Able to see where new systems are needed or existing systems could be improved and develop solutions as required.

Competent and confident user of Microsoft Office suite and able to pick up other office software (e.g. Google Drive) quickly.

Able to train and support staff in use of IT.

Able to take meeting minutes accurately.

Able to write accurate notes, emails, reports etc with correct grammar and spelling and in an appropriate tone.

Organisation

Able to prioritise workload and deadlines, responding flexibly to changing needs and circumstances.

Able to use own initiative and judgement to identify and solve problems and deal with a variety of situations - and to know when not to get involved.

Personal qualities

Positive and enthusiastic approach.

Good interpersonal skills, welcoming visitors to the school in a friendly manner and dealing with colleagues and a wide range of others e.g the public, parents and suppliers/tradespeople as appropriate.

Understanding (with training as necessary) the challenges faced by autistic children and their families, and able to respond appropriately with sometimes challenging behaviours.

Comfortable with and supportive of the core values of the school.

Committed to equality and diversity.

Able to maintain strict confidentiality and GDPR compliance.

NOTE: This post is subject to a Standard DBS check