



# The Charvil Piggott Primary School

## School Administrator

### Person Specification

- Confidentiality and sensitivity are paramount to this post
- GCSE or equivalent English and Mathematics
- Knowledge of SIMS packages or willingness to be trained in their use
- Excellent communication skills
- Accurate written communication skills
- Calm, courteous and reassuring telephone manner
- Strong organisational skills, able to prioritise workload
- Ability to identify visitors' needs quickly and deal with queries that may be routine or that involve dealing with complaints and difficult situations
- Able to use the full suite of Microsoft Office applications with competent keyboard skills
- Able to work independently but also as part of a team
- Present a smart and professional front of house image

### Personal Qualities

- A enthusiasm for working with children.
- A positive attitude
- Sense of humour
- Patience
- A flexible approach to work
- A sense of responsibility
- Being a positive role model.
- Integrity
- An ability to strike a good professional rapport with children, staff and parents.