

PERSON SPECIFICATION

Administrator Nocton Community Primary School

<i>ESSENTIAL</i>	<i>DESIRABLE</i>
✓ A minimum of 1 year's administration experience in a similar role	▪ 2 year's school administration experience.
✓ Highly organised	▪ Experience of ScholarPack and Agresso/Business World-On!
✓ Thorough, with attention to detail	▪ Experience of working in a small school
✓ Confident and self-motivated	▪ Relevant qualifications (e.g. CLAIT or relevant NVQ Level 2)
✓ Ability to use Microsoft products (e.g. Outlook/Word/Excel)	
✓ Able to work alone and as part of a team	
✓ Customer service experience.	