



## Pre-School Administrator Person Specification

	ESSENTIAL ATTRIBUTES	PREFERRED ATTRIBUTES
Educational qualifications	Good standard of basic education including GCSE in English and Maths or similar.	Diploma in Office Administration or similar
Work Experience	<ul style="list-style-type: none"> <li>• Experience of working in an office for a minimum of 2 years</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of similar work. Knowledge of funding and ratios</li> </ul>
Skills, knowledge aptitude	<ul style="list-style-type: none"> <li>• Ability to perform the wide range of duties on the job description.</li> <li>• To have good organisational and time management skills</li> <li>• Good standard of ICT skills</li> <li>• Ability to be positive, reliable, flexible and work well as a member of a team.</li> <li>• Ability to communicate effectively with children, leaders, other adults and parents and to liaise well with other members of the team.</li> <li>• To be familiar with Excel.</li> <li>• Ability to cope with conflicting demands, deadlines and interruptions.</li> </ul>	
Motivation	<ul style="list-style-type: none"> <li>• To be self motivated and work without constant supervision.</li> <li>• Commitment to professional development- willing to attend relevant courses.</li> </ul>	
Physical	<ul style="list-style-type: none"> <li>• Ability to perform all duties and responsibilities</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Willingness to attend suitable training sessions.</li> <li>• Willingness to adjust working arrangements to meet changed circumstances.</li> <li>• Willingness to attend relevant school functions</li> </ul>	