Harrytown Catholic High School

Person Specification: Admin Manager
Responsible to: School Business Manager

Person Specification

Essential

- High standards of attention to detail
- Excellent written and oral communication skills as well as excellent interpersonal skills
- GCSE qualifications including English and Maths at grade C or equivalent
- Ability to work to deadlines
- A flexible approach to work
- Ability to remain calm in high pressure situations
- Monitoring quality of work
- Ensuring policies and procedures are adhered to
- Ability to build positive working relations with colleagues
- Adherence to confidentiality protocols
- Professionalism in all aspects of work
- Ability to use initiative and react appropriately
- Genuine ability to multitask and balance a demanding role
- Effective team worker
- Organised and methodical approach towards work
- Efficient record keeping skills
- Excellent IT skills
- Confident and professional approach
- Resilience
- Commitment to safeguarding, health and safety and equal opportunities
- Commitment to supporting the Catholic life of the school

Desirable

- Understanding of the working of school HR systems
- Knowledge of school systems such as SIMs
- Practising Catholic