



***Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

**Notre Dame High School Person Specification  
Job Title: Senior Teaching School Administrator**

Specification	Criteria	Evidenced by
	Essential Desirable	Application Interview References
<b>Knowledge, skills &amp; experience</b>		
Literate and numerate	<b>E</b>	Application
Proficient in the use of IT to perform tasks efficiently	<b>E</b>	Application
Ability to work quickly and accurately	<b>E</b>	Application Interview
Adaptable and responsive to training in new systems	<b>E</b>	Application Interview
Ability to prioritise own work to meet deadlines and ensure most effective use of time	<b>E</b>	Application Interview
Ability to reflect on own practice, critically evaluate and plan strategically for improvement	<b>E</b>	Application Interview
Ability to think on feet, work on own initiative and find solutions to problems	<b>E</b>	Application Interview
Good interpersonal skills with strong two way communication	<b>E</b>	Application Interview
Ability to provide a professional 'front of house' service to all stakeholders	<b>E</b>	Application Interview
Ability to inspire, and motivate others	<b>E</b>	Application Interview
Ability to work as a member of a team, make decisions, implement them and be accountable	<b>E</b>	Application Interview
<b>Personal qualities, values and attributes</b>		
Values all people equally	<b>E</b>	Application Interview References
Conducts oneself with humour, diplomacy and integrity	<b>E</b>	Application Interview References