

Mayfield Primary School

Selection Criteria – Administrator

Essential

Reliable, good timekeeping
Ability to work with others
Ability to exercise responsibility
Good relationships with children and adults
Ability to respect confidentiality
Ability to manage time and workload effectively
Able to take initiative
Proficiency in ICT

Desirable

Committed to on-going personal development

Mayfield is committed to safeguarding and promoting the well-being of all children and expects all staff and volunteers to share in this commitment