**Cockton Hill Junior School**

**Being The Best We Can Be**

Person Specification for the post of Senior School Admin Officer

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|  | Essential | Desirable | Method of Assessment |
| Qualification | * Minimum NVQ Level 3 in Business/School Administration or equivalent substantive experience * 5 GCSE (A\*-C) including Maths and English or equivalent   NVQ 2 or equivalent qualification in relevant discipline | * Evidence of attendance at any additional training course relevant to the post | Application form  Pre-employment checks |
| Experience | * Recent experience of working in an educational environment * Recent experience of administration/finance roles | * Management of school financial processes and budget * Experience of managing the submission of appropriate records to external agencies and the local authority | Application form  Interview  References |
| Skills/Knowledge | * Excellent literacy and numeracy skills * Accurate and efficient word processing skills * Ability to maintain records for staff and children and liaise appropriately with parents and careers * when necessary * Knowledge of SIMS * Ability to provide support and guidance on admin issues to senior staff governing bodies and others | * Ability to take accurate minutes * Knowledge of health and safety procedures | Application form  Interview  References |
| Personal Qualities | * Be able to work under a Rights Respecting ethos * Maintain levels of confidentiality and have an empathetic approach to children, staff and families * Ability to manage difficult situations with diplomacy and sensitivity * Ability to communicate clearly and effectively with a range of stakeholders * Ability to work as part of an effective team. * Be a good role model to staff, pupils and parents * Ability to work under pressure, to deadlines and be flexible when managing personal workload * Have a good sense of humour * Reliable and punctual | * Willingness to be involved in the wider life of the school | Application form  Interview  References |