**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 formPre-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 formInterviewReferences |
| 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 formInterviewReferences |
| 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 formInterviewReferences |