Person Specification for the Post of Part Time School Administrator

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | Minimum NVQ Level 3 in Business/School Administration or equivalent (or substantial experience) | Evidence of attendance at any additional training courses relevant to the post | Application form  Selection Process  Pre-employment checks |
| **Experience** | Experience of working in an educational environment.  Experience in administration/clerical roles.    Experience of financial record keeping, including purchasing documentation, cash handling and reconciliation. | Management of school financial processes and budget.  Experience of managing submission of appropriate records to LA/relevant bodies. | Application form  Interview  References |
| **Skills / Knowledge**  **Personal Qualities** | Ability to plan, develop, organise and monitor support systems, procedures and policies.  Ability to maintain accurate records for staff and children and liaise with parents/carers when necessary.  Ability to provide support, advice and guidance on admin issues to senior staff, governing body and others.  Accurate and efficient word processing skills and accurate minute taking  Ability to produce and respond to correspondence (under the direction of the Head Teacher)  Excellent literacy and numeracy skills.  Ability to relate well to children and families Able to work constructively as part of a team, understanding the range of staff roles and responsibilities and own position in these  Ability to recognise own training and development needs and willingness to participate in training and development opportunities  Smart, professional appearance  Empathy and understanding of integrated services for children and families  Ability to be flexible and calm in the face of the unexpected  Ability to work under pressure in a busy office environment | Knowledge of SIMS  Knowledge of Health and Safety procedures and management of / ability to maintain records and documentation. | Application form  Interview  References  Application form  Interview  References |

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| **Personal Qualities** | Ability to manage difficult situations with diplomacy and sensitivity.  Ability to communicate effectively with other staff, pupils, parents/carers and external agencies.  Ability to manage sensitive and confidential situations and information and have an emphatic approach to children, staff and families.  Ability to work as part of a team, present oneself as a good role model to pupils and other stakeholders  Ability to work under pressure, to deadlines, have a very good sense of humour and be flexible.  To be able to work under the principle of a Rights Respecting ethos. |  | Application form  Interview  References |