ST AIDAN’S CHURCH OF ENGLAND [AIDED] MEMORIAL PRIMARY SCHOOL

School administrator – band 5 – person specification

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|  | Essential criteria | Desirable criteria |
| Qualifications | * GCSE or equivalent in Maths and English [A]
* Good numeracy and literacy skills [A]
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| Experience | * Experience in working in a school environment [A, I, R]
* **Experience of using SIMS** [A, I, R]
* Previous administration/clerical experience [A, I, R]
* Previous reception/customer service experience [A, I, R]
 | * Experience using the school meal system in SIMS [A, I, R]
* Experience using the ordering system in SIMS [A, I, R]
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| Knowledge/Skills | * Demonstrate good IT skills, including use of MS Office [A, I, R]
* Demonstrate good typing skills [A, I, R]
* Demonstrate good organisation skills [A, I, R]
* Have the ability to work as part of a team and demonstrate the ability to use own initiative [A, I, R]
* Have the ability to communicate effectively both verbally and in writing [A, I, R]
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| Additional | * Enhanced DBS clearance
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A Application Form

I Interview

R Reference