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] |  |
| 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] |
| 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] |  |
| Additional | * Enhanced DBS clearance |  |

A Application Form

I Interview

R Reference