

# Dormanstown Primary Academy

## Person Specification – Level 3 Administrator



**Important:** In the first instance, applications are assessed against the following criteria: \*overall presentation \*use of standard English \*grammatical accuracy

Where applications do not meet the expected standard, they will be rejected before being matched to the person specification.

Category	Essential	Desirable
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Working towards Level 3 or above in administration or relevant equivalent in this discipline</li> <li>2. GCSE Grade C or above in English and Mathematics</li> </ol>	<ol style="list-style-type: none"> <li>1. NVQ4 or equivalent in a relevant discipline</li> <li>2. Word processing / typing qualifications</li> <li>3. Evidence of further training</li> <li>4. Willingness to attend further training</li> <li>5. Administration of Medicines or First Aid training</li> </ol>
<b>Experience</b>	<ol style="list-style-type: none"> <li>3. Previous administrative experience</li> <li>4. Experience of using ICT Microsoft packages, word/excel</li> <li>5. Experience of managing database systems</li> <li>6. Experience of maintaining efficient and accurate records</li> <li>7. Experience of teamwork</li> <li>8. Experience of school based systems, including SIMS</li> </ol>	<ol style="list-style-type: none"> <li>6. Previous experience of data analysis</li> <li>7. Previous experience of planning, developing and monitoring support systems</li> <li>8. Experience of managing financial procedures such as school funds and petty cash</li> </ol>

<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>9. Thorough knowledge of Microsoft Office (Word, Excel &amp; PowerPoint)</li> <li>10. Knowledge of cash handling and banking procedures</li> <li>11. Knowledge of financial management and reporting</li> <li>12. Excellent verbal and written communication skills</li> <li>13. Excellent organisational skills</li> <li>14. Problem solving, negotiating &amp; decision making skills</li> <li>15. Ability to multi-task</li> <li>16. Numerical and analytical skills</li> </ul>	<ul style="list-style-type: none"> <li>9. Knowledge of school policies and procedures.</li> <li>10. Knowledge of the operation of SIMs and financial database systems</li> <li>11. Knowledge of attendance reporting</li> <li>12. Knowledge of stock monitoring and preparing inventories</li> <li>13. Knowledge of Health and Safety requirements.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>17. Positive and flexible approach to work</li> <li>18. Ability to work to tight deadlines and under pressure</li> <li>19. Ability to maintain all aspects of confidentiality</li> <li>20. Self-motivated and a strong work ethic</li> <li>21. Ability to work on own initiative and as part of a team</li> <li>22. A caring attitude towards pupils, colleagues and parents and the ability to establish and maintain good relationships</li> <li>23. A professional and welcoming manner at all times</li> <li>24. An understanding of and commitment to equal opportunities</li> <li>25. Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude</li> </ul>	