St Aidan’s Church of England [Aided] Memorial Primary School



Job Specification – School Administrator

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|  | Essential | Desirable | Evidence |
| Qualification | * GCSE Maths and English A – C
* National Occupational Standards in Business and Administration, Level 4
 | * Financial understanding of a school’s budget
* Working knowledge of a schools ordering and payments system
* Working knowledge of school based returns
* Experience in liaising with external suppliers and providers
 | * Copy of Certificates with application form
* Application Form
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| Training | * Evidence of Continuing Professional Development within the School Setting
 | * Continuing Professional Development appropriate to the role of School Administrator
 | * Application form
* Copy of evidence with application form
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| Experience | * Managing a small team of administration staff
* Be aware of Health & Safety and procedures required in a school
* monitoring the effective delivery of services from external sources
 | * School Administrator within an educational environment
* Managing a team of staff
* Performance Managing administration staff
 | * Application form
* Letter of application
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| Knowledge and Skills | * Knowledge and experience of relevant administrative systems and ICT packages used in a school setting
* Able to deliver value for money initiatives
* Able to lead administrative teams
 | * Experience in running a budget
* Experience in training administrative staff
 | * Application form
* Letter of application
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| PersonalCharacteristics | * Working well within an administrative team
* Emotional intelligence and good humour
* Ability to work under pressure and meet deadlines
 | * Keep a good working relationship with colleagues when under pressure
* At all times to keep a good sense of humour
* Work well under pressure
 | * Application form
* Letter of application
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The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Appointment to this post is subject to an enhanced DBS and full background check.