

Laurel Avenue Community Primary School Person Specification – Administrative Officer

	<i>Essential</i>	<i>Desirable</i>	<i>Method of Assessment</i>
<i>Qualifications</i>	<i>NVQ Level 3 in Business Administration or relevant equivalent qualification such as CSBM. Use of Word Processing, and other Office Programmes</i>	<i>Knowledge of school information management systems desirable.</i>	<i>Application form Selection Process Qualification Certificates</i>
<i>Experience</i>	<i>Experience of carrying out an administrative role in a busy office environment Experience of I.T Packages including Microsoft Office Able to send and retrieve e-mail messages</i>	<i>Experience of working within a Primary School environment Experience of working with sensitive information Experience of using SIMS, FMS, Juniper</i>	<i>Application form Selection Process References</i>
<i>Skills & Knowledge</i>	<i>Excellent Communication Skills Ability to work under pressure and to deadlines Ability to multi-task, prioritise work and manage conflicting demands Nurate Excellent interpersonal skills Ability to work as part of a team Excellent organisational skills Good computer/ keyboard skills A range of activities such as finance (school budget setting, SFVS, private funds, petty cash), ordering and procurement, administration</i>	<i>Knowledge of SIMS, FMS and Juniper Knowledge of safeguarding; management of SCR and DBS checks Management of accident records Management of resources and stock</i>	<i>Application form Selection Process References</i>
<i>Personal Qualities</i>	<i>Flexible approach to work Commitment to the provision of a quality service Positive attitude towards customer care Use initiative to assist in problem solving Good attention to detail Discrete and able to maintain confidentiality Approachable Tactful and diplomatic Self-motivated and enthusiastic Supportive of the ethos of the school Willingness to undertake further professional development Willingness to contribute to the wider life of the school</i>		<i>Application form Selection Process References</i>