

**Laurel Avenue Community Primary School      Person Specification – Administrative Officer**

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