## PRIORY WOODS SCHOOL

	Essential	Desirable	
QUALIFICATIONS / TRAINING	<ul> <li>Excellent numeracy and literacy skills.</li> <li>NVQ 3 or equivalent qualification in relevant discipline.</li> </ul>	> CSBM	Application form / Interview
SKILLS, KNOWLEDGE & APTITUDE	<ul> <li>Effective use of ICT and other specialist equipment / resources.</li> <li>Ability to relate well to children and adults.</li> <li>Ability to work constructively as part of a team.</li> <li>Ability to problem solve and take responsibility. Ability to follow procedures</li> <li>Ability to self - evaluate learning needs and actively seek learning opportunities.</li> </ul>		Application form Interview / References
EXPERIENCE	<ul> <li>Experience of development management and operation of administrative systems.</li> </ul>	<ul> <li>Experience of working within a School Office Environment.</li> <li>Experience of working with Resource or other financial software packages.</li> </ul>	Application form
PERSONAL ATTRIBUTES	<ul> <li>Well motivated and positive outlook</li> <li>Calm and professional manner</li> <li>Ability to work well under pressure and meet deadlines.</li> <li>Energy and enthusiasm</li> <li>Ability to demonstrate flexibility, resilience and initiative</li> <li>Willingness to go the extra mile.</li> <li>Caring and supportive attitude to</li> </ul>		References and interview

## SCHOOL ADMINISTRATOR - PERSON SPECIFICATION

children, parents and colleagues	