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| 15078786_1878639565690226_2187439215740684100_n | **Greatham Church of England Primary School**  **Person Specification**  **School Administrator** |

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| **ATTRIBUTE** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Qualifications | * Level 4 Qualification in Business and Administration (or equivalent) * English and Maths GCSE Grade C or above | * Evidence of further professional qualifications | Application form  Certificates  Interview  Reference |
| Experience | * Significant experience at working within a school office/admin situation. * Experience and knowledge of financial administration. * Promotion/Marketing experience * Experience in budget preparation, management and monitoring | * SIMS * FMS * Single Central Register | Application Form  Interview  References |
| Skills, Knowledge & understanding | * Good ICT skills * Has good organisational skills and is able to prioritise tasks effectively * Demonstrate effective communication and presentational skills * Able to establish and maintain effective professional relationships within school and the wider community * Problem solving skills * The ability to work actively with parents * Knowledge and understanding of safeguarding and safer recruitment procedures. * Ability to prioritise conflicting demands and pressures | * Ability and willingness to contribute towards enriching the school’s curriculum e.g. fundraising events and Healthy School Week | Application Form  Interview  References |
| Other | * Can demonstrate an ability to maintain values and ethos that nurture children * Ability to relate well to children and adults * Can demonstrate an ability to safeguard children * Ability to work under pressure and meet deadlines * Able to set and sustain high standards in all areas of professional work * Able to maintain confidentiality * A sensitivity to the Christian ethos of the school | * The ability to travel independently across the Borough. | Application Form  Interview  References |