**Framwellgate Moor Primary School**

**Person Specification**

**Post: Administration Officer (Grade 3)**

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|  | **ESSENTIAL** | **DESIRABLE** | **METHODS OF ASSESSMENT** |
| **QUALIFICATIONS** | * Minimum of 4 GCSE or GCE ‘O’ Levels (minimum A-C or equivalent) including English and Maths * NVQ 3 Business & Administration or equivalent substantive experience | * CSBM or DSBM * Child Protection Level 1 training * Microsoft Office – Word/Excel/Powerpoint | Application Form |
| **EXPERIENCE** | * Employment in at least one of the following fields financial/management/administration | * Evidence of clear organisational skills from previous employment * Experience of prioritising tasks in a systematic way * Experience of working in a school setting * Experience of handling money and simple accounting * Knowledge of website software and how to upload documents | Application Form  References  interview |
| **SKILLS AND ABILITIES** | * Excellent inter-personal and communication skills * Excellent computer skills and a willingness to continually improve * Produce typed documents quickly with excellent presentation * Excellent organisational skills * Attend training and input new skills at work * Ability to work as part of a team or alone | * Knowledge of Sims or similar software programme * Good knowledge of accounting and budget management systems * Updating website regularly and ensuring compliancy | Application Form  References  Interview |
| **Personal Attributes** | * A friendly cooperative manner * Interest in learning new skills * Clear communicative skills * Good sense of humour * Likes children |  | Application Form  References  Interview |