**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 FormReferencesinterview |
| **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 FormReferencesInterview |
| **Personal Attributes** | * A friendly cooperative manner
* Interest in learning new skills
* Clear communicative skills
* Good sense of humour
* Likes children
 |  | Application FormReferencesInterview |