

## PERSON SPECIFICATION – ADMIN OFFICER (L2)

Post Title: ADMIN OFFICER (LEVEL 2)	Location: NEWSHAM PRIMARY SCHOOL	Ref:
<b>Essential</b>	<b>Desirable</b>	Assess by
<b>Knowledge and Qualifications</b>		
Equivalent qualification or experience in administration work	BTEC or equivalent in business or finance	(a)
Word Processing qualification/skills		(a)
Excellent numeracy and literacy skills		(a)
Good general knowledge		(t)
<b>Experience</b>		
Proven experience of general clerical/administrative/financial work	Administrative and clerical experience gained in a school or educational establishment Experience of an IT based administration system e.g. Oracle/SIMS	(a)
<b>Skills and competencies</b>		
Ability to use IT effectively Ability to use and adopt a wide range of different systems Excellent telephone manner Good keyboard skills Knowledge of relevant policies and awareness of relevant legislation Ability to relate to children in a primary school setting Ability to work well as a member of a team Ability to communicate well with adults and other stakeholders Experience of working within an office team, answering telephones and dealing with face to face enquiries	Proven ability to work to given deadlines	(a), (i).
<b>Physical, mental and emotional demands</b>		
To be able to think quickly and act accordingly Ability to cope with changes to routine appropriately and quickly		(a) (i)
<b>Other</b>		
Positive 'can do' approach Willingness to participate in training and development Friendly/calm manner		(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits