

**St Francis CE (Aided) Junior School**

**POST OF SCHOOL ADMINISTRATOR**

 **GRADE 5**

**PERSON SPECIFICATION AND CRITERIA FOR SELECTION**

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **HOW CRITERIA IS ASSESSED** |
| **EDUCATION/ QUALIFICATIONS** | * Minimum of 4 GCSEs or equivalent A-C grade including Maths and English or higher Diploma / Degree
* NVQ Level 3 in administration or equivalent or relevant equivalent qualification such as CSBM.
* Use of Word Processing, and other Office Programmes.
 | * Certificate in School Administration
* Additional qualifications specific to secretarial/admin/IT
 | Application FormCertificates |
| **EXPERIENCE** | * Experience of school systems or equivalent financial management systems
* Experience in an administrative / financial setting
* Experience of establishing or using and maintaining administrative systems
* Experience of working in an admin role within a customer facing environment
 | * Experience of personnel, cover etc.
* Experience of taking minutes at meetings
* Experience of Arbour and Oracle
 | Application FormReferencesInterview |
| **SKILLS / KNOWLEDGE** | * A range of IT skills including the use of e-mail
* Ability to listen sensitively and deal with people in a sympathetic and tactful way
* Ability to communicate effectively both orally and written using a variety of media
* Ability to correspond and liaise with external agencies
* Ability to demonstrate use of own initiative
* Ability to work as a member of a team
* Ability to prioritise, plan and organise work/tasks both in advance and with short notice
* Excellent literacy and numeracy skills
* Confident word processing/typing skills
* Ability to manage time effectively and work to deadlines
 | * Knowledge of Local Government procedures specific to schools
* Knowledge of website maintenance
 | Application FormReferencesInterview |
| **PERSONAL QUALITIES** | * Organised and efficient
* Enthusiastic, self-motivated
* Pleasant manner when dealing with colleagues, pupils, parents, visitors and Governors
* Confidentiality
* Tactful, discreet
* Flexible approach to work
* Punctual
 | * Willingness to undergo further training
 | Application FormReferencesInterview |