



WARD JACKSON CHURCH OF ENGLAND PRIMARY SCHOOL – SCHOOL OFFICE ADMINISTRATOR - PERSON SPECIFICATION

| CATEGORY | ESSENTIAL | DESIRABLE | EVIDENCE |
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| Application | <ul style="list-style-type: none"> • Completed application form and supporting letter. | | |
| Qualifications | <ul style="list-style-type: none"> • NVQ4 or equivalent in Administration or relevant equivalent discipline • GCSEs in Maths and English at grade C or above | <ul style="list-style-type: none"> • NVQ4 or equivalent in a relevant discipline • Word processing / typing qualifications • Evidence of further training • Willingness to attend further training • First Aid qualification (or willingness to work towards) • Up to date Safeguarding Experience (or willingness to complete) | <ul style="list-style-type: none"> • Application form • Selection Process • Certificates |
| Experience | <ul style="list-style-type: none"> • Previous administrative experience • Experience of managing database systems • Experience of maintaining efficient and accurate IT records • Experience of managing financial procedures • Experience of working successfully and co-operatively as a member of a team | <ul style="list-style-type: none"> • Experience of line management • Experience of dealing with the general public • Experience of school-based systems, including Scholarpack and Parentpay • Experience of working within an education environment • Experience of maintaining Health and Safety logs/ checks | <ul style="list-style-type: none"> • Application form • Selection Process • Work related testing • References |
| Skills & Knowledge | <ul style="list-style-type: none"> • Thorough knowledge of Microsoft Office (Word, Excel, PowerPoint and email) • Knowledge of cash handling and banking procedures • Knowledge of financial management and reporting • Excellent verbal and written communication skills • Excellent organisational skills • Problem solving, negotiating & decision-making skills • Ability to multi-task • Numerical and analytical skills • Knowledge of Health and Safety requirements. • Ability to prioritise workload and meet deadlines | <ul style="list-style-type: none"> • Knowledge of School & Local Authority policies and procedures. • Knowledge of attendance reporting • Knowledge of stock monitoring and preparing inventories • Knowledge of procurement and obtaining 'best value' • Knowledge of safeguarding and child protection procedures | <ul style="list-style-type: none"> • Application form • Selection Process • Work related testing • References |

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| | <ul style="list-style-type: none"> • Ability to provide advice, guidance and information to various audiences <ul style="list-style-type: none"> • Knowledge of Health and Safety procedures | | |
| Personal Qualities | <ul style="list-style-type: none"> • Positive and flexible approach to work • Ability to work to tight deadlines and under pressure • Ability to maintain all aspects of confidentiality • Self-motivated and a strong work ethic • Ability to work on own initiative and as part of a team • A caring attitude towards pupils, colleagues and parents and the ability to establish and maintain good relationships • To be professional at all times • An understanding of and commitment to equal opportunities and anti-discriminatory practices for both children and adults • Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude • Be committed to attending any training courses relevant to the post, ensuring continuing personal and professional development | | <ul style="list-style-type: none"> • Application form • Selection Process • Work related testing • References |