



GAINFORD CE PRIMARY SCHOOL – SCHOOL OFFICE ADMINISTRATOR - PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE	EVIDENCE
Application	<ul style="list-style-type: none"> Completed application form and supporting letter. 		
Qualifications	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Knowledge of School & Stockton 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

	<ul style="list-style-type: none"> • Ability to prioritise workload and meet deadlines • Ability to provide advice, guidance and information to various audiences • 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