



DELVES LANE PRIMARY SCHOOL

School Administrator – GRADE 3 (28 hours per week – term-time. Initially temporary for 1 year)

PERSON SPECIFICATION/CRITERIA

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> 5 GCSE Grades A-C (including English & Maths) or equivalent. 	<ul style="list-style-type: none"> NVQ Level 3 in Business/School Administration or equivalent substantive experience ECDL Qualification Microsoft Office - Word/Excel/Powerpoint experience 	Application Form
Experience	<ul style="list-style-type: none"> General experience of clerical work. Experience of working as a member of a team Experience in an administrative / financial setting Experience of establishing and maintaining administrative systems Experience of working in an admin role within a school environment Experience of managing school attendance 	<ul style="list-style-type: none"> Experience of handling money and simple accounting Experience of SIMS and FMS or ORACLE systems 	Application Form Interview References
Personal Skills and Knowledge	<ul style="list-style-type: none"> Good I.T. Skills Numerate 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 Ability to manage time effectively and work to deadlines 	<ul style="list-style-type: none"> Knowledge and experience of the systems and procedures used in schools in respect of admission, registration and attendance, i.e. SIMS Knowledge and experience of systems and procedures relating to school meals Knowledge and experience of ICT systems in use in school administration 	Application Form Interview References

Personal Attributes	<ul style="list-style-type: none">• Organised and efficient• Enthusiastic, self-motivated• Pleasant and professional manner when dealing with colleagues, pupils, parents, visitors and Governors• Confidentiality• Diplomatic, discreet• Flexible approach to work• Punctual• Willingness to undergo further training		Application Form Interview References
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