

ST ANDREW'S CE (VA) JUNIOR SCHOOL
Person Specification – Administrator Scale 3-4 (pts 5 - 11)

Criteria	Essential (E) Desirable (D)	Method of Assessment Application (A) Interview (I) References (R) Observation (O)
Qualifications & Training		
GCSE English and Maths or equivalent Grade C or above	E	A
OCR/RSA minimum level 2/3 word processing or equivalent	D	A
Relevant minimum NVQ 2 eg in Business Administration	D	A
Up to date SIMS training	D	A
Experience		
At least 3 years' experience working in an office environment in the public or private sector	E	A/I
Experience in a public facing role, dealing with sensitive and confidential matters in person and over the phone	E	A/I
Experience of handing cash and maintaining accounts	E	A/I
Experience of using IT effectively within the workplace (including word processing, excel and information management systems)	E	A/I
Experience of working successfully in a team	E	A/I
Experience of working in a school office	D	A/I
Experience of using SIMS	D	A/I
Experience of using FMS	D	A/I
Experience of using a school electronic communication system such (eg text/email to parents)	D	A/I
Experience of updating website content	D	A/I
Experience of having direct involvement with pupils and parents in an educational setting	D	A/I
Knowledge and skills		
Excellent written and oral communication skills	E	A/I
Ability to maintain a well organised working environment	E	A/I/R
Successful development and monitoring of administrative procedures and processes and data management	E	A/I/R
Able to work under pressure	E	A/I/R
Awareness of and commitment to the principles of safeguarding children in school	D	I/R
An understanding of data protection and how it relates to the school environment	D	I/R
Initiative		
Ability to prioritise and organise own workload	E	A/I/R
Ability to work constructively both on own initiative and as part of a team	E	A/I/R
Ability to build positive relationships with children, colleagues, parents and	E	A/I/R

Criteria	Essential (E) Desirable (D)	Method of Assessment Application (A) Interview (I) References (R) Observation (O)
outside agencies		
Ability to maintain confidentiality	E	A/I/R
Ability to follow Health and Safety guidelines and school safeguarding procedures	E	A/I/R
Ability to be flexible and adapt to changing demands	E	A/I/R
Circumstances		
Ability to work flexibly	E	A/I
Commitment to training as required	E	A/I

(E) – essential criteria (candidates must demonstrate that they have the ability to fulfil these aspects of the job description on day 1 of the post and without any additional training)

(D) – desirable criteria (the candidate must demonstrate the ability to be able to fulfil the desirable criteria of the post, with training and support)

All candidates will be short listed against the essential criteria. Only those candidates whose written application fulfils the requirements of the essential criteria will be shortlisted for interview. If a large number of candidates meet all the essential criteria, the panel will then consider the desirable criteria within the job specification.