

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE or equivalent in English and Maths 	<ul style="list-style-type: none"> ICT qualification Administration qualification
Experience	<ul style="list-style-type: none"> Of working within a busy and demanding office environment 	<ul style="list-style-type: none"> Previous school office experience Previous experience of using a school finance system to raise purchase orders
Knowledge and Skills	<ul style="list-style-type: none"> Word-processing – Word – e-mail – Outlook – Excel Good written communication skills Good oral communication skills Interpersonal skills Organisational skills Good design skills for document production Effective ICT skills Filing skills – electronically and in paper 	<ul style="list-style-type: none"> Knowledge of Education systems eg. SIMs, Parent Mail and Sims Pay Knowledge of website administration Knowledge of Powerpoint & Publisher Understanding of purchase ordering
Personal Qualities	<ul style="list-style-type: none"> Commitment to high quality service delivery Able to maintain confidentiality in all circumstances Proactive approach to work being responsive, empathetic and supportive to all within the school Flexible to enable a responsive service at all times 	

	<ul style="list-style-type: none"> • Hardworking and enthusiastic, presenting a professional manner at all times • Possess a sense of humour and the ability to be able to multi-task, work with energy and enthusiasm, maintaining a calm exterior 	
<p>Abilities</p>	<ul style="list-style-type: none"> • Ability to work in an appropriate manner with pupils and parents/carers who have a range of needs and come from different social & ethnic backgrounds • Able to quickly and confidently demonstrate a capable application to new IT systems • Ability to prioritise tasks and work to deadlines • Ability to be flexible and adaptive • Ability to both self-direct, and respond to clear instruction when required • To use own initiative to make judgements which impact on school effectiveness 	