



Pennington C of E Primary School

BeTheBestYouCanBe!

SENIOR ADMIN OFFICER PERSON SPECIFICATION

| Essential Criteria | How Identified | Desirable Criteria | How Identified |
|---|--------------------------------------|---|--------------------------------------|
| SKILLS Excellent numeracy / literacy / ICT skills Ability to interpret advice / statute and to devise policy / and adapt practice in the light of these Ability to relate well to children and adults Ability to persuade, motivate, negotiate and influence | Application Form & Selection Process | Ability to self-evaluate learning needs and actively seek learning opportunities | Application Form & Selection process |
| LEADERSHIP Support and demonstrate commitment to the vision for the establishment of the primary school Support the Headteacher in the management of change and improvement in pursuit of strategic objectives Prioritise, plan and organise direct and co-ordinate the work of others build, support and work with high performing teams Is able to lead and motivate a small team Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out set standards and provide a role model for pupils and staff Seek advice and support when necessary Deal sensitively with people and resolve conflicts Commitment to equal opportunities | Application Form & Selection Process | Provide professional direction to the work of others Make informed use of inspection and research findings | Application Form & Selection Process |
| KNOWLEDGE & UNDERSTANDING Full working knowledge of relevant policies / codes of practice / legislation Several years' experience working in an office environment at a senior level | Application Form & Selection Process | | |
| QUALIFICATIONS / TRAINING Qualification or equivalent experience in relevant discipline | Application Form | CSBM or Degree and Selection Process | Qualification Certificates |
| DISPOSITION AND ATTITUDE Open – minded and receptive to new ideas, approaches and challenges | Application Form & Selection Process | | |
| OTHER CONDITIONS School operates non – smoking policy | | | |

Headteacher: Kirstie Richards

Pennington Church of England Primary School

Priestlands Road, Pennington, Hampshire, SO41 8HX



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