



Pennington C of E Primary School

**BeTheBestYouCanBe!**

**SENIOR ADMIN OFFICER PERSON SPECIFICATION**

| Essential Criteria  | How Identified                       | Desirable Criteria  | How Identified                       |
|---|--------------------------------------|---|--------------------------------------|
| <b>SKILLS</b><br>Excellent numeracy / literacy / ICT skills<br>Ability to interpret advice / statute and to devise policy / and adapt practice in the light of these<br>Ability to relate well to children and adults<br>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 |
| <b>LEADERSHIP</b><br>Support and demonstrate commitment to the vision for the establishment of the primary school<br>Support the Headteacher in the management of change and improvement in pursuit of strategic objectives<br>Prioritise, plan and organise direct and co-ordinate the work of others build, support and work with high performing teams<br>Is able to lead and motivate a small team<br>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<br>Seek advice and support when necessary<br>Deal sensitively with people and resolve conflicts<br>Commitment to equal opportunities | Application Form & Selection Process | Provide professional direction to the work of others<br>Make informed use of inspection and research findings | Application Form & Selection Process |
| <b>KNOWLEDGE &amp; UNDERSTANDING</b><br>Full working knowledge of relevant polices / codes of practice / legislation<br>Several years' experience working in an office environment at a senior level  | Application Form & Selection Process |   |                                      |
| <b>QUALIFICATIONS / TRAINING</b><br>Qualification or equivalent experience in relevant discipline   | Application Form                     | CSBM or Degree and Selection Process  | Qualification Certificates           |
| <b>DISPOSITION AND ATTITUDE</b><br>Open – minded and receptive to new ideas, approaches and challenges  | Application Form & Selection Process |   |                                      |
| <b>OTHER CONDITIONS</b><br>School operates non – smoking policy   |                                      |   |                                      |

**Headteacher: Kirstie Richards**

Pennington Church of England Primary School  
Priestlands Road, Pennington, Hampshire, SO41 8HX



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