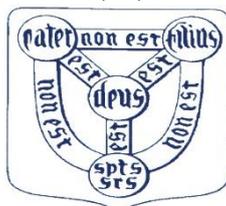


Shellingford CE (A) Primary School



"Inspiring hearts and minds"

SCHOOL ADMINISTRATOR - PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Education	
<ul style="list-style-type: none"> GCSE or equivalent in English and Maths at Grade C or above NVQ Level 2 or equivalent qualification in relevant discipline Excellent standard of basic spoken and written English 	<ul style="list-style-type: none"> First Aid qualification Relevant NVQ Level 3 qualification
Experience	
<ul style="list-style-type: none"> General clerical / administrative / finance experience of working in an office environment and managing a diverse workload Excellent numeracy/literacy skills Competent in the use of Microsoft Office, Excel and Email Confident in the use of online IT packages 	<ul style="list-style-type: none"> Administrative work in a primary school Working knowledge of Arbor Experience of working with school finance systems Experience of working with online payment and messaging services for parents
Skills/Aptitude	
<ul style="list-style-type: none"> Ability to work under pressure with competing priorities and to work independently to organise a diverse workload Ability to relate well to children and adults Ability to work and communicate effectively with varied groups of stakeholders Excellent communication skills and the ability to build effective relationships Methodical approach to work and record keeping Excellent understanding and ability to use relevant technology e.g. photocopier and PC Commitment to on-going professional development, and be willing to undertake appropriate training Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these Ability to seek advice and support when necessary Ability to comply with all agreed school policies and procedures and with an awareness of relevant legislation 	<ul style="list-style-type: none"> Awareness of Health & Safety issues Experience of premises issues Knowledge of Child Protection issues and safeguarding procedures
Personal Attributes	
<ul style="list-style-type: none"> A commitment to education and improving outcomes for children A patient and caring approach High standards of integrity, professionalism, discretion and confidentiality 	

<ul style="list-style-type: none">• Sound judgement and ability to provide advice and guidance• A sense of humour	
Special Requirements	
<ul style="list-style-type: none">• Satisfactory enhanced DBS disclosure• Ability to occasionally attend training, meetings/events outside normal hours of work for this post• Understanding and supportive of the school ethos and aims as a church school• Commitment to, and understanding of, the principles of equal opportunities for all, in employment and the delivery of services	