

Person Specification

Senior Administrative Officer – Mill Rythe Junior School

Essential	Desirable
Qualification	
<ul style="list-style-type: none"> • GCSEs (Grade C and above) in English and Mathematics 	<ul style="list-style-type: none"> • A relevant higher level qualification such as AAT or CSBM • Current First Aid at work
Experience	
<ul style="list-style-type: none"> • Recent successful experience of administrative work at a senior level • Experience of financial management, accountability and budget monitoring • Experience of using information systems in an administrative environment • Experience of managing staff 	<ul style="list-style-type: none"> • Experience of working in an educational environment • Previous experience of managing office systems, processes and procedures • Experience of managing staff including appraisal
Skills and Knowledge	
<ul style="list-style-type: none"> • Excellent IT skills with good knowledge of MS office software, especially word and excel. • Good communication skills both written and oral when dealing with pupils, staff, parents and other stakeholders • Ability to work under pressure and to tight deadlines in a demanding environment • Initiative and confidence to organise own working environment and task management with the ability to prioritise workloads and balance resources • Ability to work with minimal supervision and direction • Ability to manage the workflow of a team and delegate as appropriate 	<ul style="list-style-type: none"> • Knowledge of Arbor data management systems • Knowledge of SAP and or FPS financial software • Knowledge of financial legislation and practice affecting schools • Knowledge of safeguarding and safer recruitment procedures
Personal	
<ul style="list-style-type: none"> • Efficient and organised working practices • Good time management skills • Able to work flexibly to meet deadlines and adapt to changing and challenging circumstances • Openness in working practices and discussing forthcoming needs and issues • A professional and mature approach with regards to discretion, sensitivity and the need for confidentiality • Commitment to the highest standards of safeguarding, not limited to child protection • A willingness to become involved in the full life of the school • Desire to enhance and develop skills and knowledge through professional development 	