

PERSON SPECIFICATION

SENIOR ADMIN OFFICER – GRAYSHOTT PRIMARY SCHOOL

Essential	Desirable
1. Qualifications	
GCSEs (grade C or above) in English and Maths.	- A relevant higher level qualification such as AAT or CSBM - Current first aid at work certificate.
2. Experience	
- Recent successful experience of administrative work at a senior level within the education environment. - Experience of financial management, accountability and budget monitoring - Experience of using information systems in an administrative environment.	- Previous experience of managing office systems, processes and procedures - Experience of managing staff
3. Skills and Knowledge	
- 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, parents, staff and external agencies - 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	- Knowledge of SIMS data management software. - Knowledge of SAP and/or FPS financial software. - Knowledge of financial legislation and practice affecting schools - Knowledge of safeguarding and safer recruitment procedures
4. Personal	
- 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 in discussing forthcoming needs and issues - A professional and mature approach with regard to discretion, sensitivity and the need for confidentiality - Commitment to the highest standards of child protection. - A willingness to become involved in the full life of the school - Desire to enhance and develop skills and knowledge through CPD.	