



St. Paul's CE Primary School Heathside Grove

School Office Administrator Person Specification 2A			
MINIMUM ESSENTIAL REQUIREMENTS			Method of assessment
1.	Skills and Knowledge		
1.1	Good keyboard skills and effective use of ICT packages including Microsoft Word, Excel and Outlook		AF/Cert/Int
1.2	Good level of written and verbal communication		AF/Int
1.3	A willingness to participate in development and training opportunities		AF/Int
1.4	Ability to relate well to pupils, parents and staff		AF/Int
1.5	Good interpersonal skills, demonstrated by friendly, outgoing manner		Int
1.6	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these		AF/Int
1.7	To be able to identify opportunities to ensure tasks are completed within specified timeframes		AF/Int
1.8	Listen and respond to staff, parents and visitors need, seek out innovative ways of consulting service users and engaging partners.		AF/Int
1.9	Ability to question and request the right training and development relevant to the post, to seek opportunities to improve skills and knowledge and to respond positively when opportunities arise.		AF/Int

STAGE TWO Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS		METHOD OF ASSESSMENT
1. Skills and Knowledge		
1.1 Experience of school FMS financial systems		AF/Int
1.2 Experience of audits		
2. Experience/Qualifications/Training etc.		
2.1 NVQ Level 2 or equivalent qualification or experience in relevant discipline		AF/Cert/Int

Method of assessment (* M.O.A.): AF = Application form, Cert = Certificate, Int = Interview

2. Experience/Qualifications/Training etc.		
2.1	Good numeracy/literacy skills and GCSE Grade C or equivalent in English and Maths	AF/Cert/Int
2.2	<i>Experience in a similar role in an educational establishment</i>	AF/Int
2.3	<i>A good working knowledge of the school SIMS system</i>	AF/Int
2.4	Willingness to participate in relevant training and development opportunities	AF/Int
2.5	Current First Aid certificate or a willingness to undertake training	AF/Cert/Int
3. Work Related Circumstances – Professional Values & Practices		
3.1	High expectations for self and all stakeholders; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	AF/Int
3.2	Ability to build and maintain successful relationships with all stakeholders, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	AF/Int
3.3	Able to demonstrate and promote positive values, attitude and behaviour	AF/Int
3.4	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	AF/Int
3.5	Able to liaise sensitively and effectively with parents and carers	AF/Int
3.6	A willingness to attend evening meetings and school events	AF/Int
3.7	Understanding of school safeguarding procedures and willingness to attend regular update training	AF/Int