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| --- | --- | --- | --- |
| **Job title** | **Grade** | **School** | **Location** |
| Office Administrator | 2A, scp 17 to 19 | **The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.** | Various |

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criterions are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

#### Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

**(\*See grid overleaf)**

| **Essential criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
| --- | --- | --- |
|  | Ability to establish and maintain good working relationships with a wide range of people. | A/I |
|  | Ability to work on own initiative, with minimum supervision. | A/I |
|  | Knowledge and experience of finance and financial systems and procedures. | A/I |
|  | Excellent literacy, numeracy and communication skills. | A/I |
|  | Excellent organisational skills and the ability to prioritise own workload and manage time effectively. | A/I |
|  | Experience of using Microsoft applications and management information systems including good ICT skills. | A/I |
|  | Ability to respect confidentiality. | A/I |
|  | Ability to work successfully as a member of a team. | A/I |
|  | Ability to work to deadlines. | A/I |
|  | Display commitment to the protection and safeguarding of children and young people. | A/I |

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| --- | --- | --- |
| Desirable criteria | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
|  | Experience of using SIMS. | A/I |
|  | Experience of working in a school office environment. | A/I |
| 3. | Exams administration. | A/I |
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| --- | --- | --- | --- |
| **Completed by** | **Date** | **Approved by** | **Date** |
|  |  |  |  |

**Method of assessment (\* M.O.A.)**

**A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre