



LEGH VALE PRIMARY SCHOOL
Person Specification for the post of Administration Officer

E = Essential
D = Desirable

Key:
AF Application From
I Interview
R Reference
T Task

Qualifications, Training and Professional Experience

• NVQ Level 3 Business Admin or equivalent/extensive experience	E	AF, I
• Good general standard of education	E	AF, I, R
• RSA2 Word Processing/Typing	E	AF, I, T
• Previous experience in financial administration, collection and recording of cash, investigating discrepancies, banking, and financial reporting	E	AF, I, R, T
• Administrative experience in an educational setting (including Sims and FMS)	D	AF, R, I
• Experience of using data input systems	E	AF, R, I
• Experience of using purchasing systems	D	AF, R, I
• Evidence of participation in professional development or study	D	AF, I

Knowledge and Skills/Ability

• Financial awareness and ability to implement sound financial working practices	E	AF, I, R
• Knowledge of safeguarding/child protection regulations and procedures	D	AF, I, R
• Excellent numeracy skills	E	AF, I, R, T
• Effective use of ICT in management and data handling (SIMS, FMS etc.)	D	AF, I, R
• Excellent organizational, written and oral communication skills	E	AF, I, R
• Excellent administrative skills	E	AF, I, R
• Excellent interpersonal skills, including the ability to deal with confidential and sensitive situations	E	AF, I, R
• Excellent ICT skills including knowledge of Microsoft Office Packages	E	AF, I, R, T
• Ability to move administration systems forward	E	AF, I, R
• Ability to use own initiative and be pro-active	E	AF, I, R
• Ability to cope with conflicting demands and prioritise workload/meet deadlines	E	AF, I, R
• To have an awareness of policies and procedures relating to health and safety, equality of opportunity and others relevant to the duties of the post	D	AF, I, R

Personal Qualities

• An ability to establish and develop positive relationships throughout the school	E	I, R
• To be friendly and welcoming to all students, staff, visitors and partners	E	I, R
• Be enthusiastic and determined, positive, dedicated, flexible and trustworthy	E	I, R

• Able to work under pressure	E	I, R
• To have a flexible and adaptable approach to working hours when necessary	E	I, R
• To show sensitivity and tact	E	I, R
• Commitment both to improving own practice/knowledge through self-evaluation and learning from others and to ongoing and professional development	E	AF, I, R