

<b>SHERDLEY PRIMARY SCHOOL</b> <b>Person Specification for the post of Administrative Asst</b>	<b>E= Essential</b> <b>D= Desirable</b>	<b>Key:</b> <b>AF Application Form</b> <b>I Interview</b> <b>R Reference</b> <b>T Task</b>
<b>Qualification, Training and Professional Experience</b>		
<ul style="list-style-type: none"> <li>• NVQ Level 3 Business Admin or equivalent extensive experience</li> <li>• Good general standard of education</li> <li>• RSA2 Word processing/typing</li> <li>• Previous experience in financial administration, collection and recording of cash, banking</li> <li>• Administrative experience in an education setting (including Sims)</li> <li>• Experience of data input</li> <li>• Evidence of participation in training</li> </ul>	E E E E D E E	AF, I AF, I, R AF, I, R, T AF, I, R AF, I, R AF, I, R AF, I, R
<b>Knowledge and skills/Ability</b>		
<ul style="list-style-type: none"> <li>• Financial awareness and ability to follow financial procedures</li> <li>• Knowledge of safeguarding/child protection regulations and guidelines</li> <li>• Excellent numeracy skills</li> <li>• Evidence of use of ICT and data input (SIMS, PPS)</li> <li>• Excellent organisation, written an oral communication</li> <li>• Evidence of administrative skills</li> <li>• Excellent ICT skills including knowledge of Microsoft Office Packages</li> <li>• Ability to use own initiative and be pro-active in new administration systems</li> <li>• Ability to cope with conflicting demand, prioritise workloads and meet deadline</li> <li>• To have an awareness of policies and procedures relating to Health &amp; Safety, equality of opportunity and others relevant the post</li> </ul>	E D E D E E E E E E D	AF, I, R AF, I, R AF, I, R AF, I, R AF, I, R AF, I, R AF, I, R, T AF, I, R AF, I, R AF, I, R
<b>Personal Qualities</b>		
<ul style="list-style-type: none"> <li>• Ability to work under pressure and have a flexible approach to working hours as and when necessary</li> <li>• To show sensitivity and tact</li> <li>• An ability to establish and develop positive relationships throughout the school</li> <li>• To be friendly and welcoming to all students, staff, visitors and partners</li> <li>• It is essential that you have experience of dealing with members of the public, customers and or parents</li> <li>• Be enthusiastic and determined, positive, dedicate, flexible and trustworthy</li> <li>• Commitment to own personal developments</li> </ul>	E E E E E E E	I, R I, R I, R I, R I, R AF, I, R AF, I
<b>Other circumstances</b>		
<ul style="list-style-type: none"> <li>• An ability to fulfil all spoken aspects of the role with confidence through the medium of English</li> </ul>	E	I

