

RAINHILL COMMUNITY NURSERY

PERSON SPECIFICATION – ADMINISTRATIVE OFFICER

CRITERIA	MET	ESSENTIAL/DESIRABLE	WHERE MEASURED
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Experience of a similar type of role • Experience of working in an educational establishment • Experience of working with SIMS/FMS or similar systems 		<p>Essential Desirable Essential</p>	<p>Application Form/Interview Application Form/Interview Application Form/Interview</p>
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • Word Processing • Evidence of Continuing Professional Development • Excellent standard of literacy and numeracy 		<p>Essential Desirable Essential</p>	<p>Application Form/Interview Application Form/Interview Application Form/Interview</p>
<p><u>Knowledge & Skills</u></p> <ul style="list-style-type: none"> • Ability to work as a team member or alone as req. • Good organisational, written and oral communication skills • A working knowledge of Microsoft packages, especially Excel • An working knowlege of tasks associated with the maintenance of a school website • The ability to supervise, direct junior members of the office team, leading by example in terms of standards, behaviour and professionalism • An ability to fulfil all spoken aspects of the role with confidence through the medium of English 		<p>Essential Essential Essential Essential Desirable Essential</p>	<p>Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview</p>
<p><u>Other</u></p> <ul style="list-style-type: none"> • Personable/well-presented and the highest standards of personal conduct • highly professional at all times, including in working 		<p>Essential Essential Essential Essential</p>	<p>Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview</p>

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<p>relationships within the school, with parents and the wider community</p> <ul style="list-style-type: none"> • An understanding of the professional demands upon the various teams within the school, and respect for their needs and ways of working • Reliable and punctual • A flexible approach to working patterns • Accuracy and attention to detail • An ability to communicate clearly and accurately • An ability to keep calm under pressure • Common sense and initiative • An ability to judge when decision making needs to be taken to senior leaders • Discretion and confidentiality 		<p>Essential Essential Essential Essential Essential</p> <p>Essential Essential Essential Essential Essential</p> <p>Essential</p>	<p>Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview</p> <p>Interview Application Form/Interview Application Form/Interview Interview Interview Interview</p> <p>Interview</p>
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