**Sheringdale Primary School**



**Administration Officer Person Specification**

|  |  |  |
| --- | --- | --- |
| Criteria | Essential | Desirable |
|

|  |
| --- |
| **Qualifications, Knowledge and Experience:** |

 |

|  |
| --- |
| * Relevant NVQ3/GCSE including English and Maths grade C or equivalent qualification or experience.
* Able to demonstrate working knowledge of Microsoft Word and Excel and the use of standard office equipment
* Successful experience of working in an administrative role ideally within a school office.
* Working knowledge and experience of SIMS packages including Sims dinner money
* Familiar with the academic cycle within a school year
* Ability to compose effective and polite communications to parents and staff
* Experience of attendance record keeping
* Experience of assisting with school visits
* Understanding of Health and Safety and Risk assessments
* Understanding of admissions procedures
* Experience of Financial administration
* Understanding of Safeguarding procedures
 |

 |

|  |
| --- |
| * Experience of Educational Welfare procedures
 |

* Experience of working with an education Welfare Officer
* Experience of implementing IT systems and improvements
* Experience of administering admissions
 |
|

|  |  |
| --- | --- |
| **Planning and**

|  |
| --- |
| **Organising:** |

 |

 |

|  |
| --- |
| * Ability to effectively organise allocated work activities, work to tight deadlines and assist in the effective organisation or non-standard tasks and events.
* Proven organisation skills.
* Attention to details.
* Flexible approach to meet the needs of the school and support the Senior Administration Officer and Headteacher
 |

 |  |
| **Problem Solving and Initiative:** | * Ability to use appropriate judgement to seek and clarify detail where appropriate.
* Ability to work independently to solve a range of problems relating to administrative processes.
* Ability to plan workload throughout the month, to ensure tasks are completed in advance of deadlines.
* Ability to analyse data and present summary information in a clear and concise format.
* Ability to solve a range of problems by responding to varying circumstances, whilst working within standard procedures.
 |  |
| **Personal Characteristics** | * Discreet and tactful
* Good sense of humour
* Projects a professional image for the school
* Awareness of the need for confidentiality
* Ability to work with a variety of different people
* Excellent time management skills
* Ability to work under pressure
* Good interpersonal and communication skills
 |  |

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed