

Somerset Nursery School.

PERSON SPECIFICATION

1. EXPERIENCE

- Several years' experience of development, management and operation of administrative systems working in an office environment in schools.

2. QUALIFICATIONS

- Desirable - NVQ 3 or equivalent qualification or experience in a relevant discipline
- Excellent numeracy and literacy skills

3. KNOWLEDGE AND SKILLS

- Excellent ICT skills and knowledge of other specialist equipment/resources
- Knowledge of the Microsoft Office Suite, e.g. Word, Outlook, Excel, Powerpoint and Publisher.
- Full working knowledge of relevant polices, particularly Safeguarding and Child Protection, Health & Safety and codes of practice and awareness of relevant legislation and statutory requirements.
- Knowledge and experience of School Information Management Systems and other data-based systems, SIMS and FMS.
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to assist in the planning and development of office systems.
- Ability to develop equal opportunities and inclusion for all pupils.
- Strong organisational skills are necessary