



ADMINISTRATOR LEVEL 2 PERSON SPECIFICATION

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> • Good communication skills • Ability to use own initiative • Ability to work as part of a team 		Application References Interview
Qualifications and Training	<ul style="list-style-type: none"> • Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualifications • NVQ Level 2 in administration or equivalent qualification or experience • Good typing skills • Willingness to participate in relevant training and development opportunities 		Application Interview
Experience	<ul style="list-style-type: none"> • Experience of clerical/administrative work • Experience of handling cash • Experience of working within a school office environment 	<ul style="list-style-type: none"> • Knowledge of relevant policies/codes of practice and an awareness of relevant legislation 	Application Interview References
Disposition	<ul style="list-style-type: none"> • Ability to respect and support the aims and objectives of Northwood Community Primary School • Good team member. • Drive and enthusiasm. • Ability to build and maintain successful relationships with staff /pupils /parents/ visitors and treat them with respect. • Friendly and able to relate well to others. • Adaptable • Flexibility with contractual hours 		References Interview
Use of Technology	<ul style="list-style-type: none"> • Is able to use and understands the purpose of ICT and able to use it for routine and pre-set purposes. • Is able to share skills and knowledge with colleagues • Has a willingness to remain proficient as the technological needs of the school change 	<ul style="list-style-type: none"> • Familiar with the Arbor Management system 	
Special Requirements	<ul style="list-style-type: none"> • Good timekeeping and attendance record. • No adverse criminal record. • Successful medical clearance • Eligible to work in the UK 	<ul style="list-style-type: none"> • Commitment to own personal development and training. 	Interview References Pre-employment medical check Enhanced DBS Check Proof of eligibility to work in the UK