Billingshurst Primary Academy

Headteacher: Ms Marion Ley

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Ambition
Belonging
Courage

Before and After School Club Administrator Person Specification

FACTOR	ESSENTIAL	DESIRABLE	ASCERTAINED BY
QUALIFICATIONS	☐ GCSE or equivalent in Maths and English.	☐ Typing or Word Processing qualifications e.g. RSA II.	☐ Application Form ☐ Documentary Evidence
EXPERIENCE	☐ Previous experience in an office/administrative role	☐ Previous experience in an education environment; ☐ Experience of liaison with outside agencies.	☐ Application Form ☐ References ☐ Interview
KNOWLEDGE & UNDERSTANDING	☐ Knowledge of Microsoft Office and Google Applications including Word and Excel; ☐ Database knowledge; ☐ Knowledge of preparing reports and general correspondence.	☐ Knowledge of school administrative systems; ☐ Knowledge of the education service. ☐ Knowledge of Google applications	☐ Application Form ☐ References ☐ Interview
SKILLS AND APTITUDES	☐ Ability to communicate effectively in a verbal and written form to a range of audiences; ☐ Excellent interpersonal skills demonstrating the ability to relate well to pupils, parents, staff and governors; ☐ Proven organisational skills with a high level of accuracy; ☐ Ability to manage a variety of competing priorities and meet deadlines; ☐ Ability to formulate ideas and solutions and present them effectively.		☐ References ☐ Interview
DISPOSITION	☐ Demonstrate a courteous and friendly approach; ☐ Ability to be flexible and to adapt to changing circumstance; ☐ Ability to act with confidentiality, tact and discretion; ☐ Operate calmly and effectively; ☐ Show initiative and be self-motivating.		☐ References ☐ Interview
PERSONAL QUALITIES	☐ Wholly supportive of the ethos of the Academy; ☐ Commitment to personal professional development; ☐ Commitment to the equality of opportunity; ☐ Strict adherence to the security requirements re: Child Protection and General Data protection regulations.	☐ Bringing personal interest and enthusiasm to the school community.	☐ Application Form ☐ References ☐ Interview
SPECIAL REQUIREMENTS	☐ An Enhanced Disclosure and Barring clearance is essential; ☐ Good attendance record.		☐ Documentary Evidence