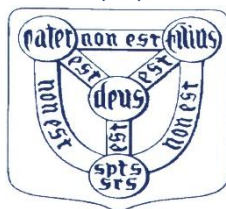


Shellingford CE (A) Primary School



"Inspiring hearts and minds"

SCHOOL ADMINISTRATOR - PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Education	
- GCSE or equivalent in English and Maths at Grade C or above - NVQ Level 2 or equivalent qualification in relevant discipline - Excellent standard of basic spoken and written English	- First Aid qualification - Relevant NVQ Level 3 qualification
Experience	
- General clerical / administrative / finance experience of working in an office environment and managing a diverse workload - Excellent numeracy/literacy skills - Competent in the use of Microsoft Office, Excel and Email - Confident in the use of online IT packages	- Administrative work in a primary school - Working knowledge of Arbor - Experience of working with school finance systems - Experience of working with online payment and messaging services for parents
Skills/Aptitude	
- Ability to work under pressure with competing priorities and to work independently to organise a diverse workload - Ability to relate well to children and adults - Ability to work and communicate effectively with varied groups of stakeholders - Excellent communication skills and the ability to build effective relationships - Methodical approach to work and record keeping - Excellent understanding and ability to use relevant technology e.g. photocopier and PC - Commitment to on-going professional development, and be willing to undertake appropriate training - Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these - Ability to seek advice and support when necessary - Ability to comply with all agreed school policies and procedures and with an awareness of relevant legislation	- Awareness of Health & Safety issues - Experience of premises issues - Knowledge of Child Protection issues and safeguarding procedures
Personal Attributes	
- A commitment to education and improving outcomes for children - A patient and caring approach - High standards of integrity, professionalism, discretion and confidentiality	

• Sound judgement and ability to provide advice and guidance • A sense of humour	
Special Requirements	
• Satisfactory enhanced DBS disclosure • Ability to occasionally attend training, meetings/events outside normal hours of work for this post • Understanding and supportive of the school ethos and aims as a church school • Commitment to, and understanding of, the principles of equal opportunities for all, in employment and the delivery of services	