

---

*This form lists the essential requirements needed in order to do the job. Applicants will be short-listed*

**Job title:** School Admin Officer

**Ealing GLPC Grade:** Scale 4

**School:** Mount Carmel Primary School

**Line manager:** School Business Manager

**Hours:** 8:00 – 4:00  
*solely on them meeting these requirements.*

---

## **Desirable Requirements**

### ***Education and Experience***

- a) Experience of general clerical /administrative work.
- b) Experience of working in a school setting.
- c) Experience of working with financial systems and monitoring expenditure.
- d) Good level of literacy and numeracy skills.
- e) Experience of working with the public – answering queries, handling complaints etc.
- f) Experience of working to deadlines, managing own time and organising own work routines accordingly.
- g) Experience of SIMS and FMS.

### ***Knowledge, Skills and Abilities***

- h) Appropriate knowledge of first aid.
- i) Effective use of ICT packages good keyboard skills.
- j) Competent use of relevant administrative equipment/resources e.g. photocopier and scanner.
- k) Knowledge of relevant policies/codes of practice.
- l) Ability to relate well to children and adults.
- m) Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these.
- n) Ability to identify own training and development needs and cooperate with means to address these.
- o) To be responsible for promoting and safeguarding the welfare of children and young people within the school.

---

**Prepared by:** ..... **Date**    /    /  
**Agreed by:** ..... **Date**    /    /

---