



Senior Administrative Officer Blanche Nevile School

Person Specification

Attributes	Essential	Desirable
Qualifications	GCSE Maths and English at Grade C or above, or the equivalent	Business Administration Qualification
Training	Evidence of Continuing Professional Development	
Experience	<p>Experience of working within an administrative capacity in an education setting</p> <p>Experience of working in a customer service role</p> <p>Experience in managing, working within and building a team</p> <p>Demonstrable experience in and understanding of financial information</p> <p>Experience of planning, managing, and monitoring their own work</p> <p>Evidence of success in building and forming working relationships across professional and operational boundaries</p>	<p>Experience of fundraising and/or preparing and submitting grant applications</p> <p>Experience in producing reports and advising the Headteacher and Governors on the findings of projects / reviews</p> <p>Experience of working in a personnel role and knowledge of HR processes</p> <p>Experience of ensuring financial propriety with procedures and finance legislation</p>
Knowledge & Skills	<p>Knowledge of software management systems e.g. Arbor, NOVUS, RM Finance</p> <p>A willingness and ability to develop and manage a variety of administrative systems, and to welcome and learn new systems</p>	<p>Knowledge of financial management in an educational setting</p> <p>Knowledge of the guidelines regarding financial standards, within a publicly accountable organisation</p>

	<p>Excellent ICT skills; confident and adept in use of Microsoft and Google applications</p> <p>Excellent communication skills, both oral and written.</p> <p>Able to demonstrate an excellent standard of literacy and numeracy, with strong attention to detail</p> <p>Analytical skills, able to analyse data and information and use to monitor and support activities to promote solutions</p> <p>Ability to use initiative, problem solve, work independently and proactively, and to be able to prioritise competing demands and meet deadlines</p> <p>Ability to work under pressure, multi-task and adapt quickly, and stay focused in a busy office environment</p> <p>Outstanding interpersonal skills, with the ability to develop and maintain good relationships with a wide range of stakeholders</p> <p>Ability to deal with students, staff, parents, and other visitors in a professional, calm, polite, friendly and helpful manner, and to de-escalate difficult situations</p> <p>Commitment to working within the school's aims with regard to safeguarding, equal opportunities and raising achievement</p> <p>Experience and understanding of how to handle confidential and sensitive information with complete discretion, maintaining high levels of confidentiality</p> <p>A genuine interest in education and being part of the community.</p> <p>An understanding of the issues that may affect young people</p>	
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	An understanding of Health and Safety in the workplace and a willingness to undertake any training that may be required	
Special Conditions	<p>Willingness to learn BSL up to Level 3</p> <p>Motivated to work with children & young people</p> <p>Ability to form & monitor appropriate relationships & personal boundaries with children & young people</p> <p>Emotional resilience in working with challenging behaviours</p> <p>The postholder may be required to work outside of normal school hours on occasion, with due notice</p> <p>The postholder will be required to undertake an enhanced DBS check</p> <p>An understanding of the principles of Keeping Children Safe in Education and a commitment to ensuring the safety and wellbeing of all children</p>	