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| 15078786_1878639565690226_2187439215740684100_n  | **Greatham Church of England Primary School****Person Specification****School Administrator** |

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| **ATTRIBUTE** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Qualifications | * Level 4 Qualification in Business and Administration (or equivalent)
* English and Maths GCSE Grade C or above
 | * Evidence of further professional qualifications
 | Application formCertificatesInterviewReference |
| Experience | * Significant experience at working within a school office/admin situation.
* Experience and knowledge of financial administration.
* Promotion/Marketing experience
* Experience in budget preparation, management and monitoring
 | * SIMS
* FMS
* Single Central Register
 | Application FormInterviewReferences |
| Skills, Knowledge & understanding | * Good ICT skills
* Has good organisational skills and is able to prioritise tasks effectively
* Demonstrate effective communication and presentational skills
* Able to establish and maintain effective professional relationships within school and the wider community
* Problem solving skills
* The ability to work actively with parents
* Knowledge and understanding of safeguarding and safer recruitment procedures.
* Ability to prioritise conflicting demands and pressures
 | * Ability and willingness to contribute towards enriching the school’s curriculum e.g. fundraising events and Healthy School Week
 | Application FormInterviewReferences |
| Other | * Can demonstrate an ability to maintain values and ethos that nurture children
* Ability to relate well to children and adults
* Can demonstrate an ability to safeguard children
* Ability to work under pressure and meet deadlines
* Able to set and sustain high standards in all areas of professional work
* Able to maintain confidentiality
* A sensitivity to the Christian ethos of the school
 | * The ability to travel independently across the Borough.
 | Application FormInterviewReferences |