



Sacred Heart Catholic Primary School

School Office Administrator

Person Specification



Category	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> NVQ 3 or above in Administration or equivalent 4 GCSE (grade A-C) or equivalent including English and Maths High level of competence using the internet, word processing, databases 	<ul style="list-style-type: none"> NVQ 4 or above in Administration or equivalent Further qualifications in Business Management, IT and/or finance. First Aid Certificate/medicines in School 	Application Form Certificates
Experience	<ul style="list-style-type: none"> Relevant experience working in a school or business administration environment Experience in managing financial procedures, such as school funds and petty cash. Experience of establishing and maintaining database systems Experience of being an effective member of a team. Experience of dealing with simultaneous and often conflicting demands from more than one person. 	<ul style="list-style-type: none"> Experience of website maintenance, i.e Wordpress. Experience of data analysis. Previous experience of planning, developing and monitoring admin support systems. Willingness to undertake further training. Experience of managing expenditure and generating income/ sponsorship opportunities. Experience of Managing Staff Experience of establishing and maintaining school based systems such as Bromcom, Parentpay 	Application Form Work related task Interview References
Skills and Knowledge	<ul style="list-style-type: none"> Thorough knowledge of Microsoft Office Knowledge of cash handling and banking procedures. Excellent written and verbal communication skills. Organisational skills Problem solving, negotiating and decision making skills. Ability to multitask, manage time effectively and work to deadlines. Excellent Literacy and Numeracy skills. 	<ul style="list-style-type: none"> Knowledge of financial management and reporting. Knowledge of School/Academy policies and procedures Experience of stock monitoring and maintaining inventories. Knowledge of Health and Safety requirements in Schools. Knowledge of Government funding streams ie. pupil premium, sports premium Knowledge of safeguarding. 	Application Form Work related task Interview References

Personal Qualities	<ul style="list-style-type: none"> ● Approachable, firm, understanding, consistent, assertive and calm ● Excellent interpersonal skills ● Honesty, tact and reliability ● Professional, positive and flexible approach to work. ● Ability to resolve complex problems , some of which are not covered by existing rules, procedures or instructions ● Confidentiality ● Enthusiastic and self-motivated. ● Ability to work alone and lead a team. ● Ability to work with a range of professionals. ● Understanding and a commitment to equal opportunities for children and adults. ● A caring attitude towards pupils, colleagues and parent and the ability to establish and maintain good relationships. ● Willingness to become involved in other aspects of the school ● Willingness to continue to learn and develop ● Presentable appearance 		Application Form Work related task Interview References
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