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**Thornhill Primary School**

**Administration 1 - Person Specification**

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|  | **Criteria** | **Essential/ Desirable** | **Key** |
| **Education and Qualifications** | * 4 GCSEs (Grade 4-9) including English and Maths or NVQ level 2 in a relevant subject or equivalent * Evidence of continuous professional development | E  D | AF/C  AF |
| **Work Experience** | * Experience of working in a busy office environment * Experience of dealing with a wide range of people in a diplomatic and professional manner * Experience of using computer applications applications and software packages (including but not limited to word and excel) * Experience of retrieval of information from databases and maintenance of databases | D  E  E  D | AF/I  AF/I  AF  AF |
| **Knowledge and Skills** | * Knowledge and use of computer and keyboard skills * To be able to use a computer for emails, correspondence, data entry and processing * Good level of verbal and written communication * Good organisational skills * Good attention to detail * To be able to effectively plan and prioritise workload to meet deadlines * Ability to show sensitivity and objectivity in dealing with confidential issues * Ability to remain calm and positive in a busy environment * Flexible and adaptable approach to work | E  E  E  E  E  E  E  E  E | AF  AF  AF  AF  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Other Requirements** | * To be able to deal with queries from staff, governors, pupils and parents in a professional manner * To be able to deal with frequent interruptions * To be able to work effectively as part of a team * Ability to work on own initiative * Enthusiastic, confident and self-motivated * Suitability to work within the education environment | E  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  D |

**Key:**

**AF** Application form

**C**  Certificates

**I** Interview

**D** Disclosure