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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
 | ED | AF/CAF |
| **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
 | DEED | AF/IAF/IAFAF |
| **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
 | EEEEEEEEE | AFAFAFAFAF/IAF/IAF/IAF/IAF/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
 | EEEEEE | AF/IAF/IAF/IAF/IAF/ID |

**Key:**

**AF** Application form

**C**  Certificates

**I** Interview

**D** Disclosure