



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

PERSON SPECIFICATION

POST TITLE: Administration Officer - Level 3

GRADE: Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> NVQ Level 3 in Business Administration or equivalent qualification in a relevant discipline GCSE or equivalent in English and mathematics 	<ul style="list-style-type: none"> NVQ Level 2 or equivalent in literacy/numeracy 	<ul style="list-style-type: none"> Application Form Certificates
Work Experience	<ul style="list-style-type: none"> Experience of developing, managing and operating clerical/administrative/financial systems Experience of using ICT including word processing and computerised accountancy systems to analyse and evaluate data/information and produce reports Experience of liaising with agencies and individuals by both verbal and written communication Experience of supervising, administrative staff Experience of marketing and promotion of the school 	<ul style="list-style-type: none"> Experience of managing budgets Experience of working in an admin role in a school/educational establishment Experience of organising school trips and using EVOLVE effectively 	<ul style="list-style-type: none"> Application Form Interview References Task
Knowledge/Skills/Aptitudes	<ul style="list-style-type: none"> Effective use of ICT packages Able to undertake complex IT based tasks and administer complex procedures Take notes at meetings and prepare minutes Undertake complex financial administration procedures Clear understanding of safeguarding policies and procedures Ability to deal professionally with challenging situations 	<ul style="list-style-type: none"> Knowledge of office procedures relating to an educational environment 	<ul style="list-style-type: none"> Interview References Possible test Task
Disposition	<ul style="list-style-type: none"> Willingness to undertake 		<ul style="list-style-type: none"> Interview

	<p>training and development</p> <ul style="list-style-type: none"> • Able to relate well to children and adults • Excellent interpersonal skills • Able to work as part of a team • Able to learn from self-evaluation • Flexible approach to work • Committed to the principles of equality and diversity 		<ul style="list-style-type: none"> • References
Circumstances	<ul style="list-style-type: none"> • Enhanced clearance from the Disclosure and Barring Service 		<ul style="list-style-type: none"> • DBS Check