

GENERIC PERSON SPECIFICATION

POST: ADMINISTRATION OFFICER - GRADE 7			
SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>KNOWLEDGE</u>			
A good understanding of Business Administration, with at least three years' experience in a business administration role, preferably within a school setting;	To provide a comprehensive administrative service to the school	Now – with training in specific school systems and processes	5
Knowledge of SIMS database	To effectively administer all aspects of pupil administration	Now	4
Qualification: NVQ 2/3 in Business Administration (or equivalent qualification)	To provide the business knowledge and theoretical context for school administration	Now	4
First aid qualification	To administer basic First Aid to pupils as required	With training	3
<u>MENTAL SKILLS</u>			
Ability to analyse and interpret information	To run reports, analyse data and present information to colleagues	Now	4
Work planning skills	To plan and organise the work of the team effectively to meet deadlines	Now	5

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<p><u>INTERPERSONAL & COMMUNICATION SKILLS</u></p> <p>Ability to communicate information and ideas to a range of audiences, through excellent written and oral communication skills</p>	<p>To develop and maintain effective working relationships with colleagues, pupils and 'partners' of the school (Parents, Governors, Visitors etc)</p>	<p>Now</p>	<p>5</p>
<p><u>PHYSICAL SKILLS</u></p> <p>Keyboard skills</p>	<p>To operate a variety of computer systems and to produce correspondence and documentation</p>	<p>Now</p>	<p>5</p>
<p><u>INITIATIVE & INDEPENDENCE</u></p> <p>Ability to work on own initiative and to organise/prioritise own workload and that of the team</p>	<p>To work independently and to make decisions on day to day issues without recourse to senior management</p>	<p>Now</p>	<p>5</p>
<p><u>PHYSICAL DEMANDS</u></p> <p>N/A</p>			
<p><u>MENTAL DEMANDS</u></p> <p>Ability to concentrate on detailed work for short/medium periods of time</p> <p>Ability to deal with conflicting priorities and cope with pressure</p>	<p>To analyse data, produce pupil information etc</p> <p>To manage interruptions and meet deadlines</p>	<p>Now</p> <p>Now</p>	<p>4</p> <p>4</p>

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<p><u>EMOTIONAL DEMANDS</u></p> <p>Occasional</p>			
<p><u>RESPONSIBILITY FOR PEOPLE</u></p> <p>Understanding of key safeguarding issues and procedures across the school</p>	<p>To ensure correct reporting and monitoring of any safeguarding issues arising across the school</p> <p>To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information</p>	<p>Awareness of the sensitivity of these issues now. Training in school procedures given</p>	5
<p><u>SUPERVISION</u></p> <p>Supervisory skills and experience</p>	<p>To plan, prioritise and supervise the work of the school administration team, providing guidance and support as required</p>	<p>Ability/aptitude now</p>	4
<p><u>FINANCIAL RESPONSIBILITY</u></p> <p>Experience of financial procedures, budget monitoring and controlling/accounting for payments by cash and cheque</p>	<p>To ensure that payments are processed and recorded accurately</p> <p>To administer and maintain accounting systems/ records and prepare financial statements and returns</p>	<p>Some experience now, preferably within a school setting</p>	5

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	To assist with monitoring budgets		
<u>PHYSICAL RESOURCES</u>			
Ability/experience in using school computer systems (SIMS, TUCASI etc) and general office systems (MS Word etc)	To design and produce documentation and correspondence; maintain records; run reports and analyse data	Now	4
Ability/experience in asset management	To maintain asset register and to oversee repairs and maintenance to equipment	Desirable, not essential	2