



## Person Specification

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• GCSE grade C or above or equivalent in English and Maths essential</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• School office experience, working with the public and dealing with confidential issues.</li> <li>• Experience of working for senior school staff / Head teacher.</li> <li>• Experience of creating documents using the Microsoft Office Suite.</li> <li>• Experience of using SIMS.net and SIMS FMS.</li> <li>• Experience of working as part of a Team</li> <li>• Experience of the administration of school financial processes and procedures adhering to the Kent Scheme for Financing Schools.</li> <li>• Experience of using KCC HR processes and procedures.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Typing skills and ability to draft correspondence.</li> <li>• Ability to undertake training and recruitment.</li> <li>• Able to show sensitivity and objectivity in dealing with confidential issues.</li> <li>• Excellent interpersonal and organisational skills when dealing with all levels of staff.</li> <li>• Able to deal calmly, tactfully and effectively with staff, visitors, parents and pupils.</li> <li>• Computer literacy – ability to produce a range of documents and reports, using Windows Office package, Excel spreadsheets and database functions.</li> <li>• Diary and time management skills.</li> <li>• Ability to organise own workload and that of others to achieve a range of deadlines.</li> <li>• Ability to balance constantly changing priorities and pressures.</li> <li>• Ability to take a proactive approach.</li> <li>• Ability to develop, monitor and maintain effective computerised and manual systems and to suggest improvements.</li> <li>• Ability to investigate complex queries and anomalies when required.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Co-ordination skills when arranging meetings and appointments.</b></li> <li>• <b>Ability to undertake the administration of financial systems, ICT and Paper related.</b></li> <li>• <b>Commitment to equalities and the promotion of diversity in all aspects of working.</b></li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• <b>Knowledge and experience of relevant systems and specialist ICT packages.</b></li> <li>• <b>Knowledge and experience of the use of SIMS.net (desirable) or similar system.</b></li> <li>• <b>Knowledge of the School's Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol.</b></li> <li>• <b>Knowledge of computerised and manual filing systems.</b></li> <li>• <b>Knowledge of KCC HR processes and procedures.</b></li> <li>• <b>Awareness of new initiatives, policy changes and their impact on the management of the school.</b></li> <li>• <b>Awareness of Data Protection and confidentiality issues.</b></li> <li>• <b>Knowledge of Safer Recruitment and Child Protection issues.</b></li> <li>• <b>Staff will be expected to have an awareness of and work within national legislation school policies and procedures relating to Health and Safety.</b></li> </ul>