

High Firs Primary School

Headteacher
Mr C Turtle BA Hons PGCE NPQH

Deputy Headteacher
Miss C Rennie BA(Ed) Hons



Court Crescent
Swanley
Kent
BR8 8NR

Tel: 01322 669721
Fax: 01322 615997

Person Specification for Office Administrator (Pupils)

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Training	<p>Excellent numeracy and literacy skills (Minimum: GCSE Maths and English or equivalent)</p> <p>Evidence of training and/or qualifications which reflect appropriate administration skills i.e. NVQ3 or equivalent</p> <p>SIMS and MS Office training or proven experience in role</p>	First Aid qualification	<p>Application Form</p> <p>Certificates</p>
Experience and Knowledge	<p>Experience in a school administration environment with particular emphasis on pupil administration.</p> <p>Recent SIMS and MS Office experience</p> <p>Experience of dealing with face to face, electronic and telephone queries in a professional manner with a wide variety of customers</p> <p>ICT skills to produce correspondence and reports as required, with accuracy</p>	<p>Experience in a school administration environment with particular emphasis on financial administration.</p> <p>Experience of FMS</p> <p>Experience of reception work and office management</p> <p>Good working knowledge of the education system</p> <p>Experience of working with and having empathy for young people</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Skills and Abilities	<p>Excellent interpersonal and communication skills; the ability to persuade, motivate, negotiate and influence</p> <p>Demonstrate an excellent standard of</p>	Ability to plan and develop new systems and procedures	<p>Application Form</p> <p>Interview</p> <p>References</p>



Achieving more together



	<p>spoken and written language.</p> <p>Strong organisational ability and efficient time management with the ability to organise and prioritise workload for self and within the team</p> <p>Ability to relate well to both children and adults</p> <p>Ability to work under pressure to provide excellent customer service and meet school deadlines, with accuracy</p> <p>Excellent ICT skills</p> <p>Ability to work constructively as a team; have an excellent understanding of school roles & responsibilities and own position within these</p> <p>Ability to work on own initiative and maintain confidentiality as appropriate</p>		
Other Factors	<p>Commitment to equal opportunities and safeguarding</p> <p>Be willing to support the aims and ethos of the school</p> <p>Set a good example in terms of dress, punctuality and attendance; uphold the school's behaviour code</p>	Be willing to support and participate in wider school life	<p>Application Form</p> <p>Interview</p> <p>References</p>

Our school is committed to safeguarding and promoting the welfare of all our children. All applicants will be asked to provide two referees and be subject to safeguarding checks, including full DBS checks.



Achieving more together

