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|  | **Oaklands** School  **Together Everybody Achieves More**  **Person Specification** |  |
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**POST TITLE:** ADMINISTRATIVE ASSISTANT (*EXTERNAL SYSTEMS*)

**RESPOSIBLE TO:** SCHOOL BUSINESS MANAGER│ HEADTEACHER

**SCALE:** D2 (*Range 4 – 11*)

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| **Attributes** | **Essential** | **Desirable** | **Evidence** |
| **Experience** | * Experience of working in an office environment * Experience of using SIMs. | * Experience of working in a Primary school * Experience of working with attendance systems | * Application * Letter * Interview * Reference |
| **Qualifications** | * Good standard of education including GCSEs in core subjects (*or equitant*). | * Relevant qualifications in business and admin | * Application * Letter |
| **Training & Special Knowledge** | * Excellent IT skills. * Understanding and ability to use school management information system. | * Knowledge of DfE and council systems such as SIMs, Eduspot, S2S. | * Letter * Reference * Interview * Task |
| **Practical, intellectual & interpersonal skills** | * Ability to work as part of a team. * Excellent organisational skills. * Ability to work on own initiative and prioritise work. * Excellent interpersonal skills. | * Track record of managing change. | * Letter * Reference * Interview * Task |