Portal House School

Person Specification: Administration

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | Level 2 or 3 Diploma.  |
| **EXPERIENCE** | Experience of development, management and operation of administrative systems including SIMSExperience of working with senior school staff / Head teacher |
| **SKILLS AND ABILITIES** | * Literacy and numeracy skills
* Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows,SIMS, Excel spreadsheet and database functions
* Supervisory skills
* Interpersonal, organisational and administrative skills
* Ability to develop and maintain effective computerised and manual filing systems
* Ability to organise and prioritise workload to achieve deadlines
* Ability to take a proactive approach
* Ability to investigate complex queries and anomalies when required
* Ability to take accurate notes and minutes of meetings
* Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned
* Co-ordination skills when arranging meetings and appointments and arranging client care when required
* Ability to monitor and process accurate financial records
* Commitment to equalities and the promotion of diversity in all aspects of working
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| **KNOWLEDGE** | * Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.
* Knowledge of the School’s Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol
* Knowledge of a range of IT systems
* Knowledge of computerised and manual filing systems
* Awareness of Data Protection and confidentiality issues
* Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety
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