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 SIMS  Experience 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 |
| **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 |