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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
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| **Qualifications** | * Good standard of education including GCSEs in core subjects (*or equitant*).
 | * Relevant qualifications in business and admin
 | * Application
* Letter
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| **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
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| **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
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