

**ST ANDREW'S CE (VA) INFANT & JUNIOR SCHOOLS FEDERATION**  
**Person Specification – Administrator Scale 4 (SCP 7 - 11)**

Criteria	Essential (E) Desirable (D)	Method of Assessment Application (A) Selection Process (S)
<b>Qualifications</b>		
5 GCSE's including English and Mathematics (Grade C or above) or equivalent	E	A
Relevant minimum NVQ 2 eg in Business Administration	D	A
Advanced ICT skills/qualification	D	A
OCR/ RSA minimum level 2/3 word processing or equivalent	D	A
<b>Experience</b>		
Minimum 2 years experience of working in an administrative/secretarial function	E	A/S
Experience in a public facing role, dealing with people in person and over the phone	E	A/S
Experience of dealing with cash and banking money	E	A/S
Experience of using IT effectively within the workplace	E	A/S
Experience of using management information systems	E	A/S
Experience of working in an educational setting	D	A/S
Experience using Bromcom & My Child at School	D	A/S
Experience of successfully working in a team	D	A/S
Experience of updating website content	D	A/S
<b>Knowledge and skills</b>		
Advanced skills in using Microsoft Office, ie word, excel and publisher.	E	A/S
Excellent written and oral communication skills	E	A/S
Ability to maintain a well-organised working environment	E	A/S
Ability to develop and maintain professional relationships with individuals (internal/external)	E	A/S
Successful development and monitoring of administrative procedures and processes and data management	E	A/S
Ability to work under pressure	E	A/S
Awareness and commitment to the principles of safeguarding children in school.	E	A/S
<b>Personal Development and Additional Learning</b>		
Commitment to training and development as required for the post	E	A/S
Willingness to undertake first aid training and administer first aid in school	E	A/S
<b>Initiative/ Circumstances</b>		
Ability to prioritise and organise own workload	E	A/S
Ability to work constructively both on own initiative and as part of a team	E	A/S
Ability to communicate effectively and build positive relationships with children, colleagues, parents and outside agencies	E	A/S

Criteria	Essential (E) Desirable (D)	Method of Assessment Application (A) Selection Process (S)
Ability to maintain confidentiality	E	A/S
Ability to follow Health and Safety guidelines and school safeguarding procedures	E	A/S
Ability to be flexible and adapt to changing demands	E	A/S
<b>Personal Qualities</b>		
A calm, friendly, approachable manner	E	A/S
Reliability and integrity	E	A/S
Ability to exercise good personal time management, punctuality & consistent reliable attendance	E	A/S
Ability to be flexible with working hours to cover for absent colleagues	D	A/S

(E) – essential criteria (candidates must demonstrate that they have the ability to fulfil these aspects of the job description on day 1 of the post and without any additional training)

(D) – desirable criteria (the candidate must demonstrate the ability to be able to fulfil the desirable criteria of the post, with training and support)

All candidates will be short listed against the essential criteria. Only those candidates whose written application fulfils the requirements of the essential criteria will be shortlisted for interview. If a large number of candidates meet all the essential criteria, the panel will then consider the desirable criteria within the job specification.