



Sherdley Primary School Admin Assistant Person Specification

Qualifications, Training and Professional Experience		
NVQ Level 3 Business Admin or equivalent/extensive experience	E	AF, I, R
Good general standard of education	E	AF, I, R
Previous experience in financial administration, collection and recording of cash, investigating discrepancies, banking, and financial reporting	E	AF, I, R, T
Administrative experience in an educational setting (including Arbor and FMS)	D	AF, R, I
Experience of using data input systems	D	AF, R, I
Evidence of participation in professional development or study	D	AF, I
Knowledge and Skills/Ability		
Financial awareness and ability to implement sound financial working practices	E	AF, I, R
Knowledge of safeguarding/child protection regulations and procedures	D	AF, I, R
Excellent numeracy skills	E	AF, I, R, T
Effective use of ICT in management and data handling (Arbor, FMS etc.)	D	AF, I, R
Excellent organizational, written and oral communication skills	E	AF, I, R
Excellent administrative skills	E	AF, I, R
Excellent interpersonal skills, including the ability to deal with confidential and sensitive situations	E	AF, I, R
Excellent ICT skills including knowledge of Microsoft Office Packages	E	AF, I, R, T
Ability to move administration systems forward	E	AF, I, R
Ability to use own initiative and be pro-active	E	AF, I, R
Ability to cope with conflicting demands and prioritise workload/meet deadlines	E	AF, I, R
To have an awareness of policies and procedures relating to health and safety, equality of opportunity and others relevant to the duties of the post	D	AF, I, R

Personal Qualities		
An ability to establish and develop positive relationships throughout the school	E	I, R
To be friendly and welcoming to all students, staff, visitors and partners	E	I, R
Be enthusiastic and determined, positive, dedicated, flexible and trustworthy	E	I, R
Ability to work under pressure	E	I, R

E = Essential

D = Desirable

Key:

AF Application Form

I Interview

R Reference

T Task