



St Leonard's C.E. Primary School

Administrative Officer Person Specification

Qualifications	
Essential	Desirable
An education to A level or equivalent standard. Maths and English GCSE's must be at grades A to C.	To have touch-typing skills at approximately 50 words per minute.
Word processing skills (Word and preferably Excel spreadsheets).	An NVQ level 2/3 in Administration and a First Aid Certificate (or be willing to obtain a qualification in First Aid).

Experience	
Essential	Desirable
Having worked in an office environment or a professional environment.	Worked in education or finance.
Have assisted with dealing with enquiries from members of the public.	

Knowledge and understanding	
Essential	Desirable
The evidence of having the ability to be organised.	Data entry experience.
Knowing the importance of a routine with tasks being completed on a daily basis.	
The roles and the responsibilities of other school staff.	
The computer systems available to organise educational records (SIMS) and school finance (and preferably email/text services and cashless income systems).	
A willingness to commit to the ethos and aims of our Church School.	

Skills	
Essential	Desirable
Have a good working knowledge of standard English, both written and verbal and to be able produce written reports to communicate clearly with all stakeholders.	A willingness to engage further training towards business management, where appropriate.
Provide a welcoming first point of contact at all times for people who come to the school.	Experience or knowledge of administration through work experience, college or employment.
Maintain confidentiality of all information.	
Make accurate judgements of situations, and refer for assistance if necessary.	
Work effectively and efficiently under pressure.	
Manage and prioritise workloads.	
Have the ability to work as part of a team.	
Manage the budget for office administration resources.	

Personal characteristics	
Essential	Desirable
Maintain a professional appearance whilst being welcoming and approachable.	Show initiative.
Ability to remain calm under pressure.	
Be self-confident whilst not being afraid to ask for help.	
Excellent organisational skills.	
The ability to take and follow instructions and have a flexible approach to work.	
Excellent timekeeping.	
Experience of or empathy with working in a multicultural environment.	
Understanding of the need to maintain strict confidentiality.	

Data Protection

It is essential when working with computerised systems that you are completely aware of the responsibilities at all times under the Data Protection Act 1984 for the security, accuracy and significance of personal data held on such systems.

Equal Opportunities

To take responsibility, appropriate to the post for tackling racism, and promoting good race, ethnic and community relations.

Health and Safety

Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.

Safeguarding (mandatory)

To have due regard for safeguarding and promoting the welfare of the children and to follow the child protection procedures adopted by the Lambeth Area Safeguarding Children's Board and the school's safeguarding policy.

You will need to undertake and pass a satisfactory Enhanced DBS disclosure with Children's Barred List check.