

Senior Administrator, Finance and Attendance Grade 5 (Pt 12-16)

This table lists the essential and desirable requirements needed in order to perform the job effectively.

Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done.

Desirable: Requirements that would enable the candidate to perform the job well.

Evidence: A = Application Form, I = Interview, R = Reference.

	Essential	Desirable	Evidence
Qualifications and Professional Development			
First Aid qualification or willingness to train	X		A, I
Diabetes training or willingness to train	X		A, I
Safeguarding training or willingness to train	X		A, I
Good numeracy/literacy skills, with a minimum of Grade 4-9 (A-C) GCSE Maths and English or equivalent	X		A
Understanding of data protection	X		A, I, R
Use of gmail, google docs or equivalent	X		A, I
Use of school computer packages (Arbor, Inventory, Evolve)		X	A, I
Clerical or administrative qualification or equivalent experience		X	A
Experience			
Administrative work in a busy office environment	X		A, I, R
Pupil attendance processes	X		A, I, R
Financial administration	X		A, I
Working in partnership with other professionals	X		A, I
Invoicing and payment collection	X		A, I
Managing daycare fees or willingness to learn	X		A, I
Working in education		X	A, I

Professional Knowledge and Understanding			
Effective use of ICT packages	X		A, I
To be able to operate ICT to a high standard to include word processing, creating forms, spreadsheets and the various systems available to the school office.	X		A, I
Ability to work under pressure and manage workload	X		A, I
Awareness of safeguarding	X		A, I
Understanding of absence reporting and coding	X		A, I
Monitoring, assessment, recording & reporting of pupil information	X		A, I
Knowledge of relevant policies/codes of practice and awareness of relevant legislation.		X	A, I
An understanding of the responsibilities of schools in line with working together to improve school attendance		X	A, I
Awareness of school admission and unenrolling processes		X	A, I
Personal Skills and Attributes			
Effective communication both verbal & written formats	X		A, I, R
Ability to develop and maintain good professional relationships	X		A, I, R
Sensitivity and empathy	X		A, I, R
Ability to work with BACME and Admissions	X		A, I
Be able to carry out the duties required professionally and with confidentiality when required	X		A, I, R
Conflict resolution	X		A, I, R
Other			
Willingness to be involved in the wider life of the school	X		A, I
Ability to identify own training and development needs and cooperate with means to address these	X		A, I, R
Ability to attend attendance home visits in the local area	X		A, I, R
Commitment to the School's Equal Opportunities Policy and Acceptance	X		A, I
An understanding and appreciation of children		X	A, I