

# Person Specification

## 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
<b>Qualifications and Professional Development</b>			
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
<b>Experience</b>			
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