**Nun Monkton Foundation Primary School**

|  |
| --- |
| **PERSON SPECIFICATION****JOB TITLE: School Administrator Grade E** |
| **Essential upon appointment** | **Desirable on appointment** |
| Knowledge and Experience* Clerical or administrative experience
* Experience of operating administrative systems, including Microsoft office
* Knowledge of admin and office systems
* Knowledge of health & safety regulations & procedures
* Knowledge of school procedures
 | * Experience in public or private sector finance and administration
* Cash handling experience
* Understanding of SIMS and School Money systems
 |
| Occupational Skills* Good ICT skills and the ability to use the keyboard with speed and precision
* Good written and verbal communication skills
* Budget management skills
* Statistical skills
* Analytical Skills
* Problem solving skills
 | * Budget management skills
 |
| Behaviours[link](https://www.northyorks.gov.uk/your-council/our-role-structure-and-objectives#accordion-content-0-0) |  |
| Personal Qualities* Attention to detail, neatness and accuracy
* Good organisational skills and time management skills
* Ability to work successfully in a team
* Confidentiality
* Ability to work to deadlines and prioritise own workload
* Flexible and committed.
 |  |
| Qualifications* Level 2 Qualification to evidence good numeracy & Literacy Skills
 | * CLAIT Plus, ECDL or Level 2 Word qualification or equivalent.
* Appropriate first aid training
 |
| Other Requirements* To be committed to the school’s vision, policy and ethos.
* To be committed to continual professional development.
* Motivation to work with children and young people.
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
* Enhanced DBS clearance required
 |  |
| Equal Opportunities* To assist in ensuring that NYC’s equalities policies are considered within the school’s working practices in terms of both employment and service delivery.
 |  |

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.