



Feckenham CE Primary School

With God we grow to live life in all its fullness

PERSON SPECIFICATION

Post: School Administrator

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience	Excellent computer skills Experience of working in a busy office environment Working to deadlines and under pressure Handling and security of cash and cheques	Previous school administrator experience Experience of financial packages and budgetary systems Knowledge of Arbor	Application form/ Certificates/ references
Education and Qualifications	Competent in literacy and numeracy Good range of educational qualifications GCSE or equivalent/vocational qualifications		Application form/ Interview/ certificates
Training/ Development	Computer skills	Knowledge of Arbor Knowledge of financial packages Knowledge of budgeting	Application form/ interview/ certificates
Skills and Abilities	Works on own initiative Team player Excellent communication skills Displays confidentiality Works to deadlines Organisational skills Good sense of humour Interacts well with children Creativity	Wide administrative experience PA experience	Application form/ interview/ certificates/ references
Other Factors	Enhanced DBS disclosure		Application form/ interview/ DBS disclosure documentation