



St Robert Southwell Catholic Primary School

Aiming For Excellence - Being The Best We Can Be

Person Specification

POST TITLE:

Administrative – School Admin Officer

SCHOOL:

St Robert Southwell Catholic Primary School

PLEASE NOTE

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these shortlisting criteria. . The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Safeguarding criteria.

		METHOD OF ASSESSMENT		
		APPLICATION FORM	INTERVIEW	TEST
1.	ABILITIES			
(a)	Ability to interpret statute and advice, and to devise policies, procedures and practices in the light of these.	*		
(b)	Ability to use proficiently standard office computer software, including word-processing, spreadsheet, database, and Internet systems including SIMs personnel.	*		
(c)	Ability to persuade, motivate, negotiate and influence.		*	
(d)	Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across operational boundaries, and to work as a member of a team.	*	*	
2.	SKILLS			
(a)	Excellent standard of numeracy and literacy skills.	*		*
(b)	Collect and count money and produce receipts			

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3.	KNOWLEDGE			
(a)	Full working knowledge of relevant policies, procedures and codes of practice, and legislation.		*	
4.	EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST			
(a)	NVQ level 5 or Degree, or able to demonstrate an equivalent level of attainment through qualification or experience in a relevant discipline.	*		
5.	EXPERIENCE			
a)	A minimum of two years experience of working in an office environment at a senior level.	*		
b)	Experience of clerking and taking minutes of meetings	*		
c)	Understanding and commitment to the Equal Opportunities policy and Safeguarding Policies		*	

NB: the person employed as School Admin Officer will also be expected to be the clerk to the Governing Board- See additional job description

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