

PERSON SPECIFICATION

POST TITLE: Admin/Organisational Support Role C

CRITERIA

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge

- NVQ **Level 3** or equivalent qualification or experience in relevant discipline
- Good knowledge and understanding of relevant ICT packages, **including the school's specialist software / equipment / resources**
- **Full working knowledge** and understanding of range of relevant policies / codes of practice and awareness of relevant legislation
- Appropriate knowledge of first aid

Experience

- Demonstrable experience of development, management and operation of administrative systems likely to have been gained **over a period of two years**

Skills & Abilities

- Good numerical skills to undertake a variety of tasks, e.g. maintaining accounts for schools activities, producing financial reports
- Good literacy skills to undertake a variety of tasks, e.g. minute taking, maintaining diary(ies) producing correspondence on behalf of the Head Teacher
- **Very good** ICT skills, e.g. production of reports, correspondence, inputting / updating information
- Able to relate well to children and adults, often **on behalf of the Head Teacher**, e.g. dealing with visitors, passing information / messages to other staff, dealing with sick children, **providing advice**
- Some need to use analytical, **judgmental, creative and developmental skills**, e.g. when setting up appropriate systems and producing financial information for line managers / auditors
- Able to demonstrate sensitivity and tact particularly **when dealing with the more sensitive issues**
- Able to maintain confidentiality

- Able to work accurately and with attention to detail
- Alertness and concentration, e.g. producing financial information, minute taking and drafting correspondence
- Able to undertake short term planning, e.g. managing own workload, **managing the work of others**, ensuring deadlines are met, planning for school activities, e.g. school trips / sports day
- Able to deal with more complex queries and know when to refer to more senior staff
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- **Able to self evaluate learning needs and actively seek learning opportunities**

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

Blatchington Mill School is committed to safeguarding our students, we expect all staff and volunteers to support this commitment.