

PERSON SPECIFICATION

JOB TITLE: School Administrator (Band 7)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Experience <ul style="list-style-type: none">• Significant experience in public or private sector finance and administration• Experience of operating administrative systems, including Microsoft Office	<ul style="list-style-type: none">• Supervisory experience
Knowledge <ul style="list-style-type: none">• In depth knowledge of admin and office systems• Knowledge of health & safety regulations• Knowledge of school procedures	
Occupational Skills <ul style="list-style-type: none">• Good ICT skills and ability to use the keyboard with speed, accuracy and precision• High level of literacy and numeracy skills.• Excellent written and verbal communication skills• Budget management skills• Analytical and statistical skills• Problem solving skills• Ability to use the keyboard with speed and precision• Report writing skills	
Qualifications <ul style="list-style-type: none">• Level 3 qualification in business / finance / administration or equivalent to evidence in depth knowledge of administrative & financial processes	<ul style="list-style-type: none">• Level 2 Word Processing qualification or equivalent.• Appropriate first aid training
Personal Qualities <ul style="list-style-type: none">• Attention to detail, neatness and accuracy• Organisational skills• Ability to work successfully in a team	

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<ul style="list-style-type: none"> • Confidentiality • Ability to work to deadlines and prioritise own workload, aswell as work of others 	
<p>Other Requirements</p> <ul style="list-style-type: none"> • To be committed to the school’s 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 	
<p>Equal Opportunities</p> <ul style="list-style-type: none"> • To assist in ensuring that NYCC’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.