

**Primary**  
**Admin, Attendance and Admissions Officer Scale 4 (scale points 7-11)**  
**Person Specification**



	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>1. Knowledge and skills (including any relevant or required qualifications)</b>	<p>NVQ Level 2 or above (or equivalent qualification)</p> <p>GCSEs in mathematics and English (or equivalent) at grade A - C</p> <p>Good numeracy/literacy/ICT skills</p> <p>Good interpersonal skills</p> <p>Training in financial systems management</p> <p>Ability to relate well with children and adults</p> <p>Good communication skills</p>	<p>Knowledge of relevant policies/codes of practice and awareness of relevant legislation e.g. child protection</p> <p>IT qualification</p> <p>RSA 2 (word processing) or proven ability to produce work to that standard.</p>	<p>Application Form</p> <p>Interview</p> <p>Task</p>
<b>2. Personal Development and Additional Learning</b>	<p>Shows commitment to own self development</p> <p>Willing to participate in further training and development activities</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>3. Experience</b>	<p>Experience of operating office equipment including: photocopiers, and computer based information systems</p> <p>Experience of administration work</p> <p>Experience of working within a team</p> <p>Knowledge of word processing/publishing packages</p>	<p>Experience of school administration / school office environment</p> <p>Knowledge of SIMS.net</p> <p>Knowledge of SIMS FMS</p>	<p>Application Form</p> <p>Selection Process</p>

<b>4. Initiative</b>	<p>Able to receive instructions and guidance</p> <p>Open-minded and flexible</p> <p>Ability to work under pressure</p> <p>Ability to show initiative and work independently</p>		<p>Application Form</p> <p>Selection Process</p> <p>References</p>
<b>5. Circumstances</b>	<p>Understands the importance of confidentiality and work in a discreet manner where appropriate</p> <p>Is able to relate to children and adults</p>	<p>Positive attitude to working with children and adults (e.g. parents, carers)</p>	<p>Application form</p> <p>Interview</p>

Savile Park Primary is committed to safeguarding. All appointments are subject to an enhanced DBS check.