

**HEBDEN ROYD C.E. (VA) PRIMARY SCHOOL
PERSONNEL SPECIFICATION**



POST TITLE: School Administrator

POST REF:

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> • Experience of working in a school setting. • Knowledge of making statistical returns to the DfE, LA and similar bodies. • Knowledge and experience of using SIMS , FMS and IT systems. • Knowledge of the iTrent system. • Experience of and a good knowledge and understanding of personnel management and office administrative procedures and routines. • Good knowledge and understanding of financial and budget management procedures. • Up-to-date knowledge of relevant legislation (Equal Opportunities, Health & Safety etc). • Experience of managing and supporting colleagues. 		<i>Application Form Interview References Certificates Assessment Task</i>
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE in English and Maths. • Excellent IT Skills (Word; Excel; Publisher etc) • Word Processing Skills. 	<ul style="list-style-type: none"> • Demonstrate recent and relevant training and awareness of current issues relating to administration procedures, personnel matters and finance. 	<i>Application Form Interview Certificates</i>
INTERPERSONAL SKILLS	<ul style="list-style-type: none"> • Ability to handle sensitive information with confidentiality. • Have excellent interpersonal skills (Staff, Pupil, Parents & Visitors) • Ability to enthuse and motivate colleagues. • Able to work as part of a team. • Able to use own initiative, work autonomously, make strategic decisions, prioritise workload to ensure deadlines are met, whilst maintaining a work/life balance. • An enjoyment of working with and being in the company of children. 		<i>Application Form Interview</i>
PRACTICAL & INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • Have good financial management skills. • Experience of staff recruitment, contracts and induction. • Have excellent organisational and planning skills. • Able to present information clearly to a range of audiences. • Outstanding practitioner with a commitment to upholding the ethos and aims of the School. 	<ul style="list-style-type: none"> • An understanding of Performance Management. • Ability to lead by example. • Good oral and written communication skills. • A practicing Christian. 	<i>Application Form Interview Test</i>
DISPOSITION & ATTITUDE	<ul style="list-style-type: none"> • Honest and reliable. • Calm and able to respond to the changing demands of school and school life. • Flexible and willing to adapt to changing circumstances. 		<i>Application Form Interview</i>
TRAINING	<ul style="list-style-type: none"> • Willing to undertake further training and development as necessary. 		<i>Application Form Interview</i>