

## PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
<b>Knowledge:</b>		
Technical or specialist	<p>Demonstrable experience in a range of office/financial procedures.</p> <p>Knowledge of computer systems e.g. MS Office products and Google Drive.</p>	Experience of supervising staff.
Literacy and numeracy	<p>Ability to accurately collate routine tasks such as dinner numbers, information from google forms etc.</p> <p>Literacy needed for maintaining records and producing a range of correspondence.</p>	
Organisational		<p>Knowledge of the school's financial procedures, e.g. banking.</p> <p>Knowledge of basic health and safety and responsibilities. Ability to maintain a Health &amp; Safety register and action where appropriate.</p> <p>Good understanding of school structure.</p> <p>Knowledge of administrative procedures, e.g. ordering, incoming/outgoing post.</p>
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Knowledge & use of equipment	Ability to use/operate general office equipment, including telephone switchboard, reprographic, work-processing etc.	Knowledge of school establishment's computerised systems, may include specialised software, e.g. Pupil Asset.
Any other (incl. Political)		Broad understanding of Government initiatives and their

**Mental Skills:**

Research	Prepare basic financial records/information for line manager.	
Problem solving	Identify variations from accepted patterns or missing documentation or other unusual aspects and refer them to line manager.  Carry out checks on stock deliveries and refer any queries to suppliers or line manager as appropriate.	
Thinking creatively / Developing new ideas	Contribute to the production of materials, e.g. new starter packs etc.	Assist in establishing work programmes for premises staff.
Planning ahead	Ensure routine and non-routine correspondence is produced on time.  Assist in the preparation for school activities e.g. sports day  Ensure work allocated to the team meets deadlines.	

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**Interpersonal & Communications Skills:**

Caring skills	Make arrangements for collection of sick/injured children as required.	
Verbal and written communications skills (including use of languages)	Make and receive telephone calls, answer queries or refer to line manager as required.  Maintain a range of records, e.g. class lists & pupil records, some of which may be confidential.	

**Physical skills:**

Keyboard skills / use of mouse

Computing skills are required to undertake a range of tasks, such as the production of reports, routine and non-routine correspondence etc.

Ability to use school admin systems with precision.

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**Other attributes:**

Level of autonomy

The post holder will be expected to make day-to-day decisions about own workload where appropriate.

May include semi-routine tasks requiring some initiative.