

**ACRE HALL PRIMARY SCHOOL**

Irlam Road, Flixton, Manchester, M41 6NA

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| **POST TITLE: Office Administrator****Band 3 Scp 17 -21** |
| **PERSON SPECIFICATION** |
| **MINIMUM ESSENTIAL REQUIREMENTS** |  |
| **Qualifications and Experience** |  | **Method of Assessment** |
| Educated to A level/ NVQ levelExcellent literacy and numeracy skillsExperience of using SIMS.net and/or other administrative and financial systemsExperience of Microsoft word, excel and powerpoint in an office environment | EEDD | A/CA/IA/I/CA/I/C |
| **Experience** |  |  |
| Experience of dealing with members of the publicExperience of working in a busy office environmentExperience of organising and prioritising own workloadExperience of managing electronic diaries and e-mail accounts | EEED | A/IA/IA/IA/I |
| **Knowledge/Skills** |  |  |
| Knowledge of SIMS.net pupil & attendance moduleExperience of using Microsoft Word and Microsoft Excel Knowledge of current practice relevant to the role  | DDD | A/IA/IA/I |
| **Personal Characteristics** |  |  |
| Ability to work independently and use initiative to deal with queriesAbility to plan and prioritise workload and work to tight time deadlinesWillingness to take on tasks of others and work well as part of a teamAbility to communicate effectively with staff, parents and pupilsAbility to remain calm under pressure and deal with difficult situations in a professional mannerTo be responsible for promoting and safeguarding the welfare of children and young people within the school | EEEEEE | A/ IA/IA/IA/IA/IA/I |
| **Other** |  |  |
| Flexible approach to working hours with the willingness to work outside of contracted times to support school events.Willingness to undertake training, identify own training needs and show a commitment to further professional development. | EE | II |

E = Essential D = Desirable

A = Application I = Interview C = Certificate

**Acre Hall Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any offer of employment will be subjected to receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service.**