[](http://www.thedunhamtrust.org.uk/)

**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 level  Excellent literacy and numeracy skills  Experience of using SIMS.net and/or other administrative and financial systems  Experience of Microsoft word, excel and powerpoint in an office environment | E  E  D  D | A/C  A/I  A/I/C  A/I/C |
| **Experience** |  |  |
| Experience of dealing with members of the public  Experience of working in a busy office environment  Experience of organising and prioritising own workload  Experience of managing electronic diaries and e-mail accounts | E  E  E  D | A/I  A/I  A/I  A/I |
| **Knowledge/Skills** |  |  |
| Knowledge of SIMS.net pupil & attendance module  Experience of using Microsoft Word and Microsoft Excel  Knowledge of current practice relevant to the role | D  D  D | A/I  A/I  A/I |
| **Personal Characteristics** |  |  |
| Ability to work independently and use initiative to deal with queries  Ability to plan and prioritise workload and work to tight time deadlines  Willingness to take on tasks of others and work well as part of a team  Ability to communicate effectively with staff, parents and pupils  Ability to remain calm under pressure and deal with difficult situations in a professional manner  To be responsible for promoting and safeguarding the welfare of children and young people within the school | E  E  E  E  E  E | A/ I  A/I  A/I  A/I  A/I  A/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. | E  E | I  I |

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.**