

Person Specification

Administrator – Grade 4 | 35 hours per week

Heckington St. Andrew's C of E Primary School

Criteria	Essential	Desirable
Experience	Experience of working in an administrative role	Experience of working in a school or similar setting
Administrative skills	Highly organised with excellent attention to detail	Experience of managing a wide range of administrative functions
IT skills	Confident using computers and standard office systems; accurate keyboard and data-entry skills	Experience of using school management, finance or HR systems
Finance	Ability to work accurately with financial information and follow financial procedures	Experience of school finance systems and financial reconciliations
Communication	Excellent written and verbal communication skills	Experience of communicating with parents, governors and external agencies
Organisation	Able to prioritise tasks, manage competing demands and meet deadlines	Experience of working in a busy school or office environment
Confidentiality	Understands the importance of confidentiality and handles sensitive information appropriately	Experience of maintaining confidential personnel or pupil records
Teamwork	Works effectively as part of a team and supports colleagues	Experience of working collaboratively with a range of professionals
Personal qualities	Reliable, approachable, professional, flexible and willing to take initiative	Ability to identify improvements to administrative processes

Criteria	Essential	Desirable
Safeguarding	Commitment to safeguarding and promoting the welfare of children	Previous experience of working with children
Qualifications	—	CLAIT, relevant NVQ Level 2 or equivalent

Other requirements: The post is subject to an **Enhanced DBS check** and the successful candidate will be required to comply with safeguarding, health and safety and equal opportunities requirements.