

SENIOR ADMINISTRATOR PERSONAL SPECIFICATION

Experience	<ul style="list-style-type: none"> • Relevant experience working in a school or business administration environment • Experience of school based systems, including Scholarpack, ParentPay / Nursery & Schools' admissions portal would be desirable • Confidence with Microsoft Office Systems • Cash handling and banking procedures • Successful development and monitoring of administrative procedures and processes • Financial management and reporting • Experience of dealing with simultaneous and often conflicting demands from more than one person. • Experience of a high degree of professional autonomy in relation to the key areas of school administration
Knowledge	<ul style="list-style-type: none"> • Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection • A secure grasp of the key business and financial principles and processes that underpin this area to ensure the continuous improvement of their application in school • Knowledge and understanding of current issues in the field of education to allow for greater contribution to the effectiveness of school • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Types of problems which can occur – including conflict and aggression – and the procedures for dealing with these • The social context in which the school operates, including the cultural diversity of the community and how it impacts on the school environment • Appropriate knowledge of first aid
Skills/Abilities	<ul style="list-style-type: none"> • Advanced keyboard and IT skills • Excellent communication, organisational and ICT skills. • Produce and process data and documents to ensure accurate reports and information • Core finance and accounting skills • Ability to organise own workload and determine priorities within the working day • Ability to handle sensitive and confidential information and issues appropriately • Ability to re plan projects or activities in order to meet unexpected deadlines • Ability to resolve complex problems , some of which are not covered by existing rules, procedures or instructions • Ability to interpret advice / statute and to develop policy / practice in the light of this • Ability to relate sensitively and positively to both children and adults, which impacts on the well-being of all in the workplace, • Ability to self-evaluate learning needs and actively seek CPD

	<ul style="list-style-type: none"> • Good time management skills • Ability to re plan activities in order to meet unexpected deadlines
Qualifications	<ul style="list-style-type: none"> • CSBM or equivalent • Excellent numeracy and literacy skills • Demonstrate recent and relevant training and awareness of current issues relating to administration procedures, personnel matters and finance • Qualifications equivalent to Level 3 ICT
Other Attributes	<ul style="list-style-type: none"> • Be able to demonstrate commitment to the catholic ethos of the school • Be able to demonstrate initiative and intuition • Present a smart appearance