

## Person Specification

Factor		Essential	Desirable	Evidenced by
Qualifications	1. GCSE or Equivalent in maths and English	✓		Application
	2. NVQ Level 4 in Business or school administration		✓	Application
Experience	3. Previous experience of working in a school office or education environment	✓		Application/Interview
	4. Experience of liaison with outside agencies	✓		Application/Interview
Knowledge & Understanding	5. Knowledge of school administration	✓		Application/Interview
	6. Full working knowledge of relevant policies/codes of practice/legislation	✓		Application/Interview
	7. Knowledge of Microsoft Office including Word and Excel;	✓		Application/Interview
	8. Database knowledge (eg Integris , RM Finance & Parent pay)	✓		Application/Interview
	9. Knowledge of preparing reports, minutes, general correspondence	✓		Application/Interview
	10. Knowledge of school finance and personnel systems	✓		Application/Interview
	11. Knowledge of the education service	✓		Application/Interview

<b>Skills and Aptitudes</b>	12. Ability to communicate effectively in a verbal and written form to a range of audiences;	✓		Application/Interview
	13. Excellent interpersonal skills demonstrating the ability to relate well to pupils, parents, staff and governors;	✓		Interview
	14. Proven organisational skills with a high level of accuracy;	✓		Application
	15. Ability to manage a variety of competing priorities and meet deadlines;	✓		Application/Interview
	16. Ability to formulate ideas and solutions and present them effectively	✓		Application/Interview
	17. Ability to organise, and motivate other staff.	✓		Application/Interview
	18. Work constructively as part of a team, understanding school roles and responsibilities and own position within these.	✓		Application/Interview
<b>Personal Qualities</b>	19. Commitment to promote safeguarding and welfare of children within the school	✓		Application/Interview
	20. Wholly supportive of the Vision and Ethos of John Perry Primary School	✓		Application/Interview
	21. Bringing personal interest and enthusiasm to the school.		✓	Application/Interview