

## PERSON SPECIFICATION

**POST TITLE:** Admin/Organisational Support Role D

<b>CRITERIA</b>	<b>ESSENTIAL CRITERIA</b>
<b>Job Related Education and Qualifications and Knowledge</b>	<ul style="list-style-type: none"><li>• NVQ <b>Level 4</b> or equivalent qualification or experience in relevant discipline</li><li>• Good knowledge and understanding of relevant ICT packages, including the school's specialist software / equipment / resources</li><li>• Full working knowledge and understanding of range of relevant policies / codes of practice and awareness of relevant legislation</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• <b>Several years</b> demonstrable experience of working in an office environment at a <b>senior level</b></li></ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• <b>Excellent</b> numerical skills to undertake a variety of tasks, e.g. <b>writing financial reports for external sources, budget monitoring and planning</b></li><li>• <b>Excellent</b> literacy skills to undertake a variety of tasks, e.g. <b>contributing to the development and review of relevant school policies and procedures, personnel records, applying for government funding</b></li><li>• <b>Skilled in the use of specialist equipment / resources</b></li><li>• Able to relate well to children and adults, including Governors, often on behalf of the Head Teacher, e.g. dealing with visitors, passing information / messages to other staff, providing advice</li><li>• <b>Able to provide advice and guidance to senior staff / Head Teacher / Governors on technical and specialist financial information and influence school policy on such matters</b></li><li>• Some need to use analytical, judgmental, creative and developmental skills, e.g. when setting up appropriate systems and producing financial information for line managers / auditors</li><li>• Able to demonstrate sensitivity, <b>diplomacy</b> and tact particularly when dealing with the more sensitive issues</li><li>• Able to maintain confidentiality</li><li>• Able to work accurately and with attention to detail</li><li>• Alertness and concentration, e.g. <b>producing financial reports and forecasts, presenting information</b></li></ul>

- Able to undertake short term planning, e.g. managing own workload, overseeing the work of others, ensuring deadlines are met
- **Able to undertake medium term planning, e.g. for recruitment and selection**
- **Able to manage own workload and work of team to ensure financial deadlines are met through the completion and return of necessary documents**
- **Able to identify potential difficulties / issues, analyse them and make recommendations**
- **Able to negotiate and attempt to influence others, including external agencies, e.g. suppliers of goods or services**
- **Able to prepare reports for Head Teacher / Governors**
- **Able to prepare a range of financial information / documents / invoices, including those for external agencies**
- **Able to check and reconcile expenditure and income information on computerised system against financial printouts**
- **Able to prepare annual estimates of expenditure, the annual budget and monitor expenditure**
- **Able to present information at meetings for budgetary decision**
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- Able to self evaluate learning needs and actively seek learning opportunities
- **Able to organise, lead and motivate other staff**
- **Able to plan and develop systems**

#### **Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

**Blatchington Mill School is committed to safeguarding our students, we expect all staff and volunteers to support this commitment**