

PERSON SPECIFICATION

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

CRITERIA

ESSENTIAL CRITERIA

**Job Related
Education and
Qualifications
and Knowledge**

- **NVQ Level 2 or equivalent qualification or experience in relevant discipline**
- **Good knowledge and understanding of relevant ICT packages**
- **Knowledge of relevant policies / codes of practice and awareness of relevant legislation**
- Appropriate knowledge of first aid

Experience

- Demonstrable experience of clerical / administrative work, likely to have been gained **over a period of one year**

Skills & Abilities

- Good numerical skills to undertake a variety of tasks, e.g. collecting monies, **maintaining accounts** for schools activities, undertaking banking, checking travel / expense claims
- Good literacy skills to undertake a variety of tasks, e.g. maintaining records, **minute taking, maintaining diary(ies) producing a range of correspondence**
- **Good** keyboard / computer skills where this is appropriate for the role, e.g. production of reports, correspondence, inputting / updating personnel or financial information
- Able to relate well to children and adults, e.g. dealing with visitors, passing information / messages to other staff, dealing with sick children, providing straightforward advice on first aid etc
- Some **analytical skills** required, e.g. to resolve discrepancies between financial records
- Able to demonstrate sensitivity and tact
- Able to maintain confidentiality
- Able to work accurately and with attention to detail

- Alertness and concentration, e.g. when counting dinner money, **producing financial information, minute taking and drafting correspondence**
- Able to undertake short term planning, e.g. managing own workload, **ensuring deadlines are met**, planning for school activities, e.g. school trips / sports day
- **Able to deal with more complex** queries and know when to refer to more senior staff
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- **Able to identify own training and development needs and co-operate with means to address them**

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.