

PERSON SPECIFICATION

POST TITLE: Admin/Organisational Support Role D

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

- 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 information / documents / salary statements, including those for external agencies**
- **Able to check and reconcile payroll/contractual information on computerised system against financial printouts**
- **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.

Post Holder Name.....

Post Holder Signature.....

Date.....

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