**Our Lady of Lourdes Catholic Primary & Nursery School**



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| **Person specification form** |
| **Post title:** School Administrative Officer 1 | **Grade:** 3 |
| **Directorate:** Children and Young People | **Post number:**       |
| **Establishment or team: Our Lady of Lourdes Catholic Primary School** |

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| **Requirements****(based on the job description)** | **Essential (E)****or****desirable (D)** | **To be identified by: application form (AF),****interview (I),****test (T), reference (R) or****other (give details)** |
| **Qualifications** |  |  |
| GCSE Maths and English A-C Grade or equivalent | E | AF |
| Business Administration qualification  | D | AF |
| **Experience** |  |  |
| Practical experience of working in an office environment | E | AF |
| Experience of school administration relating to one or more of:  | D | AF |
| • Student attendance |
| • Early Help and support for parents |
| • HR procedures e.g. staff recruitment  |
| Experience of working with Arbor | D | AF |
| Further experience of school procedures relating to attendance, Early Help, and/or staff recruitment/HR processes | D | AF |
| **Knowledge, skills and abilities**  |  |  |
| Knowledge of school administration practices and procedures | D | AF/I |
| Knowledge and awareness of the importance of confidentiality and data protection  | E | AF/I |
| Understanding of budget monitoring | D | AF/I |
| Working knowledge of staff recruitment processes | D | AF/I |
| Ability to fulfil reception duties including;  | E | I |
| • a polite professional telephone manner |
| • ability to take and relay accurate messages |
| • providing a first point of contact service for pupils, parents/guardians, visitors, staff and other outside agencies |
| Ability to undertake a range of office administration tasks accurately and efficiently, including data entry skills | E | AF/I |
| Ability to relate to and communicate well with children, parents/carers, visitors, staff and other outside agencies | E | I |
| Excellent organisational skills | E | AF/I |
| Ability to prioritise workload and to work to, and to meet, deadlines | E | AF/I |
| Ability to work accurately under pressure in a very busy environment | E | AF/I |
| Ability to work using own initiative and as part of a team  | E | AF/I |
| Ability to work in partnership with all staff, teaching and support, governors and parents with resilience and enthusiasm Ability to handle cash for banking, petty cash and administer school accounts | E | AF/I |
| Approachable, courteous and able to promote a positive image as the first point of contact of the school | E | I |
| Energy, enthusiasm, adaptability and a good sense of humour | E | I |
| Flexible attitude to work including day-to-day demands and changes in the role as the school grows | E | I |
| Willingness to undertake training in school-based computer systems  | E | I |
| **Other** (including special requirements)1. Commitment to safeguarding and protecting the welfare of children and young people
2. Commitment to equality and diversity
3. Commitment to health and safety
4. Satisfactory attendance record/commitment to regular attendance at work
 | EEEE | IIIR |
| **Prepared by:** | Liz KENDALL (Headteacher) |  | **Date: 01/05/2025** |
| **Note: We will always consider your references before confirming a job offer in writing**. |