

## St John the Baptist Catholic Primary School

### Senior Administrator - Person Specification

	Essential	Desirable
<b>Experience and Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ Level 3 or equivalent with a financial element</li> <li>• Level 2 literacy and numeracy skills</li> <li>• Record of Continuing Professional Development</li> <li>• Experience of financial administrative work, including budgetary control or associated financial duties</li> <li>• Managing budgets and maintaining accurate financial information to facilitate effective monitoring to achieve organisational aims</li> <li>• Working knowledge of using relevant school/council financial systems</li> <li>• Experience of working within a school setting</li> <li>• Ability to develop and manage effective administrative systems</li> <li>• Good knowledge of office packages, word, excel, publisher</li> <li>• Knowledge of Schools Financial Value Standard (SFVS)</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of relevant financial regulations and legislation</li> <li>• Knowledge of Bromcom system or similar</li> <li>• Experience of completing GDPR requirements, data protection impact assessments, subject access requests</li> <li>• A working knowledge of HR procedures and policies</li> <li>•</li> </ul>
<b>Personal and Professional Qualities and Skills</b>	<ul style="list-style-type: none"> <li>• Experience of supervising and developing staff</li> <li>• Ability to work constructively and harmoniously within close and extended teams, with the needs of the pupils and the school at the forefront of professional conduct</li> <li>• Communicates effectively with a wide range of people including sensitive and complex information</li> <li>• Be able to produce and present reports and data</li> <li>• Establishes and maintains accurate records using both manual and electronic systems</li> <li>• Accurately enters/retrieves data information from information systems</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to become involved in the wider aspects of the school and school community</li> </ul>

	<ul style="list-style-type: none"> <li>• Good organisational skills with the ability to prioritise work to meet deadlines</li> <li>• Contributes to the improvement of the service including processes and procedures</li> <li>• Delegates tasks and manages own workload to meet deadlines</li> <li>• Maintains a positive and professional demeanour</li> <li>• Be able to present information effectively, verbally and in writing to others</li> <li>• To always ensure they uphold the good name of the school and promote it's standing at all times</li> <li>• Good interpersonal skills, empathy,</li> <li>• Be punctual and professional at all times</li> <li>•</li> </ul>	
<b>Personal and Professional Qualities and Skills (cont)</b>	<ul style="list-style-type: none"> <li>• Maintain confidentiality</li> <li>• Proactive and able to predict and react to situations in a work setting</li> <li>• Well organised, flexible and creative</li> <li>• Commitment to equality of opportunity for all A desire to keep up to date with current educational issues relating to funding and schools</li> <li>• Willingness to undertake additional training as required</li> </ul>	
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Educational funding and pressures</li> <li>• Expectations of working in a school setting</li> <li>• To have a clear understanding of the key areas of SBM accountability in this role as described in the job description</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of working in a primary setting</li> <li>• Knowledge of child protection and safeguarding procedures, safer recruitment, HR law.</li> </ul>

<b>Safeguarding</b>	<p><b>Our Lady and All Saints Multi Academy Company</b>, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service check (DBS) and where relevant, a childcare disqualification check. Any offer of employment will be subject to satisfactory references and other satisfactory pre-employment checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, 2013 and 2020.</p> <p>An online search will also be carried out as part of due diligence on all short-</p>
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	<p>listed candidates.</p> <ul style="list-style-type: none"><li>• Support the Manager in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults the postholder is responsible for, or comes into contact with</li><li>• Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system.</li><li>• Ensure compliance to Safeguarding Policies and Procedures within the MAC</li><li>• All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi Academy Company policies and procedures</li></ul>
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