



Kelsall Primary & Nursery School
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"A Love for Learning"

Kelsall Primary and Nursery School

PERSON SPECIFICATION: ADMINISTRATION OFFICER

Job Title: Administration Officer
Grade: Grade 4

Key: E – Essential D - Desirable

Knowledge/ Experience	<ul style="list-style-type: none"> • Knowledge and experience of working in a busy environment, with the ability to work accurately under pressure • Knowledge and experience of working in a similar post <input type="checkbox"/> Knowledge and experience of financial and budget procedures and systems <input type="checkbox"/> Knowledge and experience of administrative procedures <input type="checkbox"/> Knowledge and experience of HR/ personnel administration <input type="checkbox"/> Knowledge of management information systems, database and spreadsheet applications <input type="checkbox"/> Knowledge of accessing and returning statistical information required by ESFA, the DfE or similar bodies <input type="checkbox"/> Knowledge of relevant legislation (e.g., Equal Opportunities, Health & Safety, Data Protection) <input type="checkbox"/> Recognised financial and or business administration qualification and/ or other professional qualification 	<p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
Skills/Abilities Interpersonal	<p>The Administration Officer should be able to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Analyse information and communicate effectively both orally and in writing with governors, pupils, staff, parents and outside bodies <input type="checkbox"/> Demonstrate teamwork skills and be able to motivate self and others <input type="checkbox"/> Negotiate and consult effectively <input type="checkbox"/> Direct, prioritise, plan and co-ordinate to meet deadlines 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

	<ul style="list-style-type: none"> <input type="checkbox"/> Build, support and work as part of a high performing team <input type="checkbox"/> Be approachable and flexible <input type="checkbox"/> Develop good relations with staff and others <input type="checkbox"/> Committed to achieve school goals <input type="checkbox"/> Seek advice and support when necessary <input type="checkbox"/> Deal sensitively with people, find solutions and resolve conflicts <input type="checkbox"/> Use appropriate collaborative styles in different situations and appreciate their impact 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Skills/Abilities Other	<p>The Academy Finance and Administration Officer should also:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have good decision-making skills, after collecting and weighing up evidence <input type="checkbox"/> Have a good knowledge of ICT skills, in particular the ability to use Microsoft Office software <input type="checkbox"/> Be able to develop innovative practice <input type="checkbox"/> Have good organisation and planning skills <input type="checkbox"/> Be able to manage a range of priorities and prioritise responses 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Attributes	<ul style="list-style-type: none"> <input type="checkbox"/> Flexibility and a willingness to adapt to changing circumstances <input type="checkbox"/> Resilience, enthusiasm, energy and vigour <input type="checkbox"/> Honesty, reliability, integrity and commitment <input type="checkbox"/> Intellectual ability <input type="checkbox"/> A sense of humour and perspective <input type="checkbox"/> A commitment to their own professional development and a willingness to undertake further training 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Equal Opportunities	<ul style="list-style-type: none"> <input type="checkbox"/> Awareness, understanding and commitment to the pursuit of equal opportunity, anti-racism and in the terms of service and delivery and employment practice <input type="checkbox"/> Awareness and knowledge of disability discrimination policy <input type="checkbox"/> A willingness to share expertise with colleagues and positively assist their development 	<p>E</p> <p>E</p> <p>E</p>

Work Related Circumstances	<div><div><input type="checkbox"/></div><div>Be willing to undertake further training and development, as necessary in order to enhance service delivery</div></div> <div><div><input type="checkbox"/></div><div>Willingness to share information and expertise with other staff</div></div>	<div>E</div> <div>E</div>

Candidates will be expected to outline their suitability for the role, aligned to both the job description and person specification via their letter of application. The interview process will be designed to offer candidates further opportunities to share and expand on their skills and experience. Shortlisted candidates will be required to provide evidence of their qualifications at interview.

