



Faulkner Way, Downley, High Wycombe, Buckinghamshire HP13 5AL  
 Tel: 01494 527033 Fax: 01494 474485 Email: [office@dnl.odbst.org.uk](mailto:office@dnl.odbst.org.uk)  
 Website: [www.downley.bucks.sch.uk](http://www.downley.bucks.sch.uk)  
 Headteacher: Mrs Leanne Dandridge

**Job Description:** School Administrator

**Reports to:** Headteacher, School Business Manager

**Salary:** Bucks Pay Range 2.11 – 2.15

**Hours:** Monday – Friday – Term time only (38 Weeks Per Year)

(15 hours per week) 1 PM – 4 PM

**JOB/PERSON SPECIFICATION – School Administrator & Finance Support**

	Essential	Desirable	Method of Assessment
<b>KNOWLEDGE/QUALIFICATIONS</b>			
Relevant qualification in Finance or Business		*	
Minimum of GCSE Maths and English at Grade C or above	*		A C
Knowledge of Bromcom or other MIS systems (databases) – this is desirable but not essential as it is a school specific package		*	A I
Excellent IT skills – Microsoft Word, Excel and Powerpoint	Word and Excel	Powerpoint	A I C
<b>EXPERIENCE</b>			
Experience of working within an office environment	*		A R
Working within a school setting		*	A R
Customer service/communication skills	*		A R
<b>PERSONAL QUALITIES</b>			
Excellent verbal and written communication skills	*		A I R
Be able to deal with sensitive situations with tact and diplomacy	*		A I R
Excellent organisation skills	*		A I R



# THE DOWNLEY SCHOOL

*"Learning, Growing and Succeeding Together"*



Faulkner Way, Downley, High Wycombe, Buckinghamshire HP13 5AL  
Tel: 01494 527033 Fax: 01494 474485 Email: [office@dnl.odbst.org.uk](mailto:office@dnl.odbst.org.uk)  
Website: [www.downley.bucks.sch.uk](http://www.downley.bucks.sch.uk)  
Headteacher: Mrs Leanne Dandridge

Considerable personal enthusiasm, energy, integrity and professionalism	*		A I R
A dynamic team member who works effectively with their co-workers, relates well to the children and can communicate effectively with parents/carers	*		A I R
Be flexible and open to change, enjoy working at a fast pace whilst maintaining professionalism / have a "can do" attitude	*		A I R
Be able to "juggle" competing priorities effectively whilst remaining calm	*		A I R
Be reliable in their time keeping and attendance	*		R
Be able to maintain confidentiality at all times	*		R
<b>BEHAVIOUR AND OTHER RELATED CHARACTERISTICS</b>			
Commitment to self, team and school development	*		A I
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*		A I
Commitment to abide by and promote the School and ODBST Equal Opportunities, Health and Safety and Child Protection Policies	*		A I