

Job title	Grade	School	Location
Office Administrator (Schools) - Level 2	Grade 2B £23,742 - £25,319	The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.	LIGHT OAKS INFANT SCHOOL

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criteria are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

Note to applicants

Whilst all criteria below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.	A , I
2.	Displays commitment to the protection and safeguarding of children and young people	A , I
3.	Full proficiency and expertise in the use of Microsoft Office packages to include Word, Publisher and Excel.	A , I , E
4.	Proven experience and ability in word processing, desktop publishing and document layout.	A , I , E
5.	Educated to GSCE or equivalent, including GCSE (A- C) in Mathematics and English (or equivalent)	A , C

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
6.	Willingness to undertake continuing training in ICT eg Evolve system and SIMs,	A , I
7.	Ability to handle cash for banking, petty cash and administer school accounts.	A , I
8.	Ability to prioritise and manage own time effectively, working under pressure and meeting deadlines	A , I
9.	Excellent written and oral communication skills	A , I
10.	Ability to work in a confidential manner	A , I
11.	Ability to work and communicate in an effectively with other staff, parents and children.	A , I
12.	Experience of working in a busy office environment and being able to multitask	A , I
13.	Friendly manner, positive attitude and adaptable / flexible	A , I
14.	Sensitivity and a warm and approachable manner. Ability to create a good first impression to parents / visitors	A , I
15.	Smart professional appearance.	A , I

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Holds a recognised word processing, desktop publishing or typewriting qualification	A , I , C
2.	Knowledge of day to-day workings of a primary school and / or previous experience of school based work	A , I
3.	Training and relevant experience in SIM's ICT system.	A , I , C
4.	Knowledge of OFSTED and DBS Safeguarding requirements and procedures	A , I
5.	Paediatric first aid certificate	C

Completed by	Date	Approved by	Date
K Smith	20.7.2022	L Thelwell	20.7.2022

Method of assessment (* M.O.A.)

A = Application form, C = Certificate, E = Exercise, I = Interview, P = Presentation, T = Test, AC = Assessment centre