



ST. ANDREW'S C.E. PRIMARY SCHOOL

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Job title	Grade	School	Location
Administrator	Grade 2B (Pts 9-13)	St. Andrew's C.E. Primary School	Vicars Hall Lane, Boothstown, Manchester M28 1HS

Note to applicants

Whilst all criterions 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.	Educated to GSCE or equivalent, including GCSE (A- C) in Mathematics and English (or equivalent)	A , C
5.	Willingness to undertake continuing training in ICT eg Evolve system and SIMs,	A , I

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
6.	Ability to handle cash for banking, petty cash and administer school accounts.	A , I
7.	Ability to prioritise and manage own time effectively, working under pressure and meeting deadlines	A , I
8.	Excellent written and oral communication skills	A , I
9.	Ability to work in a confidential manner	A , I
10.	Ability to work and communicate in an effectively way with other staff, parents and children.	A , I
11.	Experience of working in a busy office environment and being able to multitask	A , I
12.	Knowledge and experience of day to-day workings of a primary school office environment and school based work	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.	Training and relevant experience in SIMs and ICT systems.	A , I , C
3.	Knowledge of OFSTED and DBS Safeguarding requirements and procedures	A , I

Completed by	Date	Approved by	Date
M Platt	18 th May 2026	M Platt	18 th May 2026

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

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