

PRIMROSE HILL PRIMARY SCHOOL

Phoebe Street, Ordsall, Salford, M5 3PJ

Person Specification – School Administrative Officer		Essential / Desirable	Application Interview Test
Qualifications			
Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework	E	A	
Willingness to obtain basic first aid certificate	E	A/I	
Hold current valid Emergency First Aid at Work certificate	D	A	
Experience			
Have a good working knowledge of spreadsheets, databases, word processing (mail merge desirable), emails etc. and an aptitude to work with other software	E	A/I/T	
Experience of team-working to work effectively with others and meet deadlines and goals	E	A/I	
Experience of working within a school in an administrative/business support capacity	D	A	
Experience of taking Notes / Minutes of Meetings	D	A	
Experience of maintaining a website and social media posts for professional use.	D	A, I	
Experience in handling sensitive, emotional and difficult situations with parents, colleagues, customers and suppliers.	D	A/I	
Skills and Abilities			
Communication skills to deliver polite, courteous and efficient customer service appropriately through all media i.e. face-to-face, telephone, email, etc.	E	A/I	
High level administrative and ICT skills	D	A/I/T	
Literacy skills including spelling, grammar and punctuation, to be able to compose letters, documents and communication	E	A/I/T	
Ability to follow procedures and instructions, anticipate priorities and manage workload	E	A/I	
Ability to work accurately, pay attention to detail and a drive to achieve quality in all aspects of the role	E	A/I/T	
To continually improve own practice/knowledge through self-evaluation and learning from others	E	A/I	
Ability to embrace and utilise the latest technology to improve efficiencies	E	A/I	
Knowledge			
Understanding why safeguarding is important when working with children and young people	E	A/I	
Understanding of equal opportunities and inclusion and how it applies in a school setting	E	A/I	
Knowledge of data protection and why it is important to keep information confidential when dealing with children and young people	D	A/I	

Tel: 0161 921 2400 Fax: 0161 921 2415

Email: primrose.hill@salford.gov.uk Web: www.primrosehillprimary.co.uk



PRIMROSE HILL PRIMARY SCHOOL

Phoebe Street, Ordsall, Salford, M5 3PJ

Work circumstances

Able to work flexibly as the workload demands

E

A/I

Tel: 0161 921 2400 Fax: 0161 921 2415

Email: primrose.hill@salford.gov.uk Web: www.primrosehillprimary.co.uk

