

Dudley House School
School Administrator Person Specification

	Essential Criteria	Desirable Criteria
Qualifications and training	<p>Good qualifications with excellent numeracy and literacy skills.</p> <p>Confidence in using Microsoft Office.</p> <p>Good typing skills.</p> <p>Willing to undertake further training.</p>	<p>UK accountancy or bookkeeping qualification.</p> <p>RSA Stage 3 word processing</p> <p>First Aid, Health and Safety,</p>
Professional Experience	<p>Office skills: Administrative/ secretarial/ financial administration.</p> <p>Cash handling and banking procedures. Financial management and reporting.</p> <p>Experience of working face to face with people.</p>	<p>School administration practices and procedures.</p> <p>Knowledge of UK education sector.</p> <p>Working knowledge of relevant policies / procedures / codes of practice / legislation, including data protection, safeguarding, health and safety and attendance.</p>
Skills /attributes	<p>Ability to fulfil reception duties including;</p> <ul style="list-style-type: none"> • a polite professional telephone manner • ability to take and relay accurate messages • providing a first point of contact service for pupils, parents, visitors, staff and other outside agencies <p>Ability to undertake a range of office administration, accurately and efficiently including data entry.</p> <p>Excellent communication skills, both verbal and written to pupils, parents, visitors, staff and other outside agencies.</p> <p>Ability to handle sensitive and confidential information and issues appropriately.</p> <p>Ability to handle cash for banking, petty cash and administer school accounts.</p> <p>Excellent time management and organisational skills.</p> <p>Ability to prioritise workload and to work to, and to meet, deadlines.</p> <p>Ability to problem solve.</p> <p>Ability to work accurately under pressure.</p> <p>Ability to produce and process data and documents to ensure accurate reports and information.</p>	<p>Core finance and accounting skills.</p> <p>Ability to interpret advice / statute and to develop policy / practice in the light of this.</p> <p>Ability to negotiate with suppliers.</p> <p>Ability to identify and deal with security / Health and Safety issues.</p>

	Essential Criteria	Desirable Criteria
Skills /attributes	<p>Ability to work using own initiative and as part of a team.</p> <p>Ability to relate sensitively and positively to both children and adults.</p> <p>Ability to work in partnership with all staff, governors and parents with resilience and enthusiasm.</p> <p>Ability to reflect on own performance and to seek and take advice.</p>	
Personal qualities & relationships	<p>Good time keeping.</p> <p>Excellent health and attendance record.</p> <p>Discreet and confidential whilst remaining professional, tactful and sensitive.</p> <p>Warm and approachable manner with good interpersonal skills.</p> <p>Sets high standards and expectations for self.</p> <p>Flexible attitude to work including;</p> <ul style="list-style-type: none"> - working hours, - demands and changes in the role, - willingness to be involved in school events. <p>Relate well to children and parents, displaying warmth, care and sensitivity when dealing with them.</p> <p>Smart professional appearance.</p> <p>Total honesty, integrity, and reliability.</p> <p>Energy, enthusiasm, adaptability and a good sense of humour.</p>	<p>Practising Christian who will support the ethos of the school.</p>

This post has significant access to children and as such the successful candidate will be expected to undergo an enhanced Disclosure and Barring Service check (DBS).