



## Kingsley Community Primary and Nursery School

### Person Specification

#### Data and Administration Officer – Grade 4 (24.5 hours/week)

	Essential	Desirable	How Assessed
Qualifications	GCSE Maths and English Grade C minimum.		Application Interview
Experience	Experience of working within a school office setting.	Experience of working within a school with a Nursery and Wrap around care provision.	Application Interview
Knowledge and Skills	<p>Ability to use general office equipment.</p> <p>Word processing skills and use of excel.</p> <p>Experience of email &amp; other electronic methods of communication.</p> <p>Cash handling and banking experience</p> <p>Ability to work to deadlines.</p> <p>Ability to prioritise tasks.</p> <p>Knowledge and experience of SIMs and/or Arbor</p> <p>Knowledge of Safeguarding procedures</p>	<p>Working knowledge of H&amp;S and Data protection</p> <p>General knowledge of CW&amp;C Education service, support services and other professionals associated with the school.</p> <p>First Aid qualification and experience of administering medication to children.</p> <p>Previous experience of updating a website</p>	Interview & Application
Interpersonal & Communication Skills	<p>High standard of written skills including presentation and accuracy.</p> <p>Oral skills: tact, diplomacy and sensitivity.</p> <p>Ability to maintain confidentiality.</p> <p>A positive and welcoming demeanour to reflect the ethos of the school.</p> <p>Good rapport with children</p> <p>Ability to work as part of a team and independently</p> <p>A good sense of humour.</p> <p>Solution orientated</p> <p>Reliable and conscientious</p>		Application & Interview

	Essential	Desirable	How Assessed
Special Requirements	<p>Ability to multi-task.</p> <p>Highly organised.</p> <p>Ability to cope with interruptions.</p> <p>Ability to meet deadlines.</p> <p>Ability to deal with conflicting demands.</p> <p>Willingness to become involved in the wider life of the school.</p>		Application & Interview