Lindale CE Primary School **Person Specification for Business Administrator: 29hrs**

	Essential	Desirable
Qualifications	• NVQ3 or equivalent qualification and/or relevant experience • Very good numeracy/literacy skills	• Training in relevant skills e.g. budgeting, Excel • Certificate of School Business Management • 5 GCSEs (or equivalent) of C and above including Maths and English
Experience	**The applicant should have experience of:** • Working in a secretarial or administrative role • Financial admin procedures including monitoring and setting budgets as well as banking • Management and operation of administrative systems	**In addition, they may also have experience of:** • Working in a school environment • Monitoring and setting school budgets • Working with children • Using Arbor or other information management software systems • Safeguarding statutory requirements, including the Single Central Record • Working in an office environment with a complex and diverse range of tasks to be completed over time
Knowledge and Understanding	**The applicant should have knowledge and understanding of:** • How to correctly process confidential information. • Awareness of relevant legislation including the statutory requirements in relation to Child Protection • Budget and finance management • Record keeping	**In addition, they may also have knowledge and understanding of:** • An understanding of health and safety
Skills	**The applicant will be able to:**	**In addition, the applicant may:**

	• Have excellent ICT skills with Microsoft packages including Excel • Demonstrate excellent communication skills (both orally and in written form) to a variety of audiences • Promote school aims and values positively • Demonstrate excellent organisational skills • Prepare reports, letters, minutes and documentation	• Have experience of dealing with pupil and staff data on a school information management system
Personal Characteristics	• Be friendly and approachable • Approach enquiries in a professional and courteous manner, in person, on the telephone and via email • Supportive of the Christian ethos and values of the school • Positive, flexible, resourceful and organised • Be patient and willing to listen to others • Be resilient and reflective • Have a good sense of humour • Ability to work as part of a small team • Have exceptional communication and inter-personal skills • A positive role model for the pupils • Have high standards and aspire to be outstanding in all areas of the job • Be able to work independently, demonstrate initiative and manage their own workload effectively • Maintain confidentiality and handle sensitive information appropriately	