



Person Specification

Early Years Funding and Admissions Administrator

A – Application Form

I – Interview

1. Qualifications and Experience	Essential	Desirable
Experience of office administration (A&I)	✓	
Educated to GCSE Grade A-C (4 or above), NVQ Level 2 or equivalent (A&I)	✓	
Experience working within a primary school, preferably a nursery setting. (A&I)		✓
Experience in using the Early years Provider Portal and knowledge of the Early Years funding and admissions process (A&I)		✓
Good reading and writing skills (A&I)	✓	
Strong organisational and multitasking abilities. (A&I)	✓	
Ability to count and undertake basic calculations (A&I)	✓	
Ability to use photocopier (A)	✓	
Ability to use relevant software applications for finance and office management (E.g. ParentMail, Excel, Provider Portal) (A&I)	✓	
First Aid qualification (A)		✓
2. Communication	Essential	Desirable
Excellent communication skills, both written and verbal (A&I)	✓	
Ability to complete basic forms, write routine and detailed letters and reports (I)	✓	
Ability to exchange routine verbal information clearly with children and adults (I)	✓	
Seek support to overcome communication barriers with children and adults (I)	✓	
Consult with colleagues (I)	✓	



3. Working with children	Essential	Desirable
Understand and implement the school's behaviour management policy (A&I)	✓	
Understand and support the differences in children and adults and respond appropriately (I)	✓	
Basic understanding of the learning experience provided by the school (A&I)	✓	
Basic understanding of the way in which children develop (A&I)	✓	
Understand the importance of physical and emotional wellbeing (A&I)	✓	
Ability to exchange verbal information clearly and sensitively with children and adults (A&I)	✓	
Ability to support children who may be unwell (A&I)	✓	
4. Working with others	Essential	Desirable
Understand the role of others working in the school (A&I)	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults (A&I)	✓	
Ability to work collaboratively as part of a team and engage positively with families (A&I)	✓	
Ability to work effectively with other adults in the school, parents/carers and professionals (A&I)	✓	
Ability to provide timely and accurate information (A&I)	✓	
Support the differences in children and adults, responding appropriately (A&I)	✓	
5. Responsibilities	Essential	Desirable
Good organisational skills (A&I)	✓	
Ability to remain calm under pressure (A&I)	✓	
Follow instructions accurately (A&I)	✓	
Ability to manage and support the work of others (A&I)	✓	



Ability to manage own time effectively (A&I)	✓	
Ability to adapt quickly and effectively to changing circumstances, situations (A&I)	✓	
Ability to work independently and as part of a team demonstrating high levels of initiative (A&I)	✓	
Ability to work accurately with attention to detail (A&I)	✓	
Seek support to overcome communication barriers with children and adults (A&I)	✓	
Ability to provide timely and accurate information (A&I)	✓	
Demonstrate creativity and an ability to resolve problems independently (A&I)	✓	
Ability to represent the school in a professional and positive manner at all times (A&I)	✓	
6. General	Essential	Desirable
Awareness of and promotion of equality (I)	✓	
Basic understanding of Health & Safety (I)	✓	
Good understanding and effective implementation of child protection and safeguarding procedures (I)	✓	
Understand procedures and legislation relating to confidentiality (I)	✓	
Demonstrate a clear commitment to develop and learn in the role (I)	✓	
Constantly improve own practice / knowledge through self-evaluation and learning from others (I)	✓	
Demonstrate a commitment to equality (I)	✓	