

# Person Specification

St George's School



[www.stgeorgesschool.org](http://www.stgeorgesschool.org)

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## PERSON SPECIFICATION Administration 'C' (Primary)

| General heading                        | Detail  | Examples   |
|--|---|--|
| <b>Qualifications &amp; Experience</b> | Specific qualifications & experience          | Experience of administrative work in a busy office environment<br>Educated to NVQ Level 2 or equivalent<br>First Aid Qualification |
|  | Knowledge of relevant policies and procedures | Knowledge of general school policies and procedures<br>Knowledge of H&S policy and procedures                                      |
|  | Literacy                                      | Good reading and writing skills  |
|  | Numeracy                                      | Ability to count and undertake calculations  |
|  | Technology                                    | Ability to use photocopier<br>Ability to use word processor and basic databases  |
| <b>Communication</b>                   | Written                                       | Ability to complete forms, write routine letter  |
|  | Verbal  | Ability to exchange verbal information clearly and sensitively with children and adults  |
|  | Languages                                     | Seek support to overcome communication barriers with children and adults   |
|  | Negotiating                                   | Ability to consult with colleagues   |
| <b>Working with children</b>           | Behaviour Management                          | Understand and implement the school's behaviour management policy  |
|  | SEN   | Understand and support the differences in children and adults and respond appropriately in relation to the role                    |
|  | Curriculum                                    | Basic understanding of the learning experience provided by the school  |
|  | Child Development                             | Basic understanding of the way in which children develop   |
|  | Health & Well being                           | Understand the importance of physical and emotional wellbeing<br>Ability to support children who may be unwell                     |

|                            |                                 |  |
|----------------------------|---------------------------------|--|
| <b>Working with others</b> | Working with partners           | Understand the role of others working in and with the school   |
|                            | Relationships                   | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
|                            | Team work                       | Ability to work effectively with other adults in the school<br>Ability to work on own  |
|                            | Information                     | Ability to provide timely and accurate information   |
| <b>Responsibilities</b>    | Organisational skills           | Good organisational skills<br>Ability to work accurately with attention to detail  |
|                            | Line Management                 | N/A  |
|                            | Time Management                 | Ability to manage own time effectively   |
|                            | Creativity                      | Ability to follow instructions   |
| <b>General</b>             | Equalities                      | Demonstrate a commitment to equality   |
|                            | Health & Safety                 | Working knowledge and good understanding of Health & Safety  |
|                            | Child Protection                | Understand and implement child protection procedures   |
|                            | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality  |
|                            | CPD                             | Be prepared to develop and learn in the role   |