



Stebon Primary School

Administrative Officer Scale 5

Person Specification

Candidates are strongly advised to address all of the following points on their application form. These criteria will be used for shortlisting purposes & candidates will be selected entirely on the extent to which they meet the criteria.

1. GCSEs or equivalent to include Maths and English
2. Experience of work in an office or school environment
3. Excellent interpersonal and communication skills e.g. the ability to deal with visitors, pupils, parents, staff in a warm welcoming manner
4. The ability to effectively use a range of computer programmes, experience working on an MIS such as RM Integrus and a school finance package
5. Excellent time management and organisational skills
6. The ability to be flexible, to work as part of a team, work unsupervised and to lead and develop others
7. A clear understanding of clerical duties such as filing, photocopying and managing the school's mail
8. The ability to remain confidential, professional and polite at all times
9. Good numeracy skills and an awareness of how to handle money safely
10. A commitment to the pupils at Stebon and all LETTA schools