

PERSON SPECIFICATION : School Secretary/Administrative Officer

Person Specifications – School Administrator Qualifications	Essential/desirable	Assessed from
GCSE passes in English and Maths at Level C or above (or equivalent) Level 2 qualification in the use of computer software/word processing	Essential Desirable	Application Documentary Evidence
Experience		
Experience of working in an office environment Of establishing and working to priorities Financial management including budget maintenance Dealing with the public Working within a school office Managing Staff	Essential Essential Essential Desirable Desirable Desirable	Application Interview
Knowledge		
Maintaining confidentiality DCC school Administration software Data Protection regulations Awareness and understanding of school's policies and procedures including financial regulations. Awareness of policies and procedures relating to the safeguarding, health, safety and security and of other relevant legislation.	Essential Desirable Desirable Desirable Desirable	Application Interview