


**St. Vincent's RC Primary School**

**Person Specification: Administrative Officer**

	<p align="center"><b>Essential</b></p>	<p align="center"><b>Desirable</b></p>	<p align="center"><b>Method of Assessment</b></p>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>GCSE grade C or above in maths and English (or equivalent)</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>Experience of working in a primary setting</li> <li>Experience of SIMs, MSS, FMS and School2School</li> <li>Experience of MS Office, Spreadsheets and e-communication</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Skills tests</li> <li>References</li> </ul>
<p><b>Skills, Knowledge and Aptitude</b></p>	<ul style="list-style-type: none"> <li>Excellent communication skills, both written and verbal</li> <li>Organised and efficient</li> <li>Ability to relate well with parents, pupils and staff</li> <li>Ability to work independently</li> <li>Ability to use initiative</li> <li>Ability to work as a member of a team</li> <li>A willingness to work co-operatively with a wide range of professionals</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<p><b>Personal Requirements</b></p>	<ul style="list-style-type: none"> <li>Supportive of the school's Christian ethos</li> <li>Sensitive to the needs of children and their parents/carers</li> <li>Positive approach and 'can-do' attitude</li> <li>Ability to work at a high level of accuracy</li> <li>Willingness to be involved in all aspects of school life</li> <li>Committed to professional development</li> </ul>	<ul style="list-style-type: none"> <li>Practising Catholic</li> <li>Flexibility and adaptability in order to be able to mix and work with a wide range of people</li> <li>Ability to work in a coordinated way with other professionals</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>

*In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:*

- *motivation to work with children and young people;*
- *ability to form and maintain appropriate relationships and personal boundaries with children and young people;*

Any relevant issues arising from references will be taken up at interview. St. Vincent's RC Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.