Riverside Primary Academy

Person Specification – Office Administrator

Category	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Skills		
Ability to produce professional, accurate and factual documents	E	A + I + R
To be discreet and observe the rules of confidentiality	E	A + I + R
Good oral and written communications skills	E	A + I
Organisational ability	E	A + I + R
Ability to plan own work and work on own initiative	E	A + I
Ability to prioritise work to achieve deadlines	E	A + I
Ability to form and maintain professional relationships with members of the governors, senior managers and other employees	E	A + I + R
Ability to work as part of a team	E	A + I
To be customer focused and have the ability to present in a professional and courteous manner at all times	E	A + I + R
Knowledge		
IT Systems & Software	E	A + I
Knowledge of SIMS	E	A + I
Knowledge of SIMS Pay or an equivalent cashless system	D	A + I
Knowledge of Sage 50 or another Accounting Package	D	A + I
Attitudes		
To be reliable, honest and trustworthy	E	A + I + R
Recognise and promote the diverse ethos of Riverside Primary Academy	E	A + I + R
Flexibility towards working hours	E	A + I + R
Experience		
IT skills	E	A + I
Qualifications		
5 GCSE's including English Language and Maths	E	A + I
Level 3 in Business & Administration or equivalent	E	A + I
School Administration Foundation Certificate	D	A + I
Special Requirement and Environmental Factors		
You must be able to demonstrate a good attendance and performance record	E	A + R
Actively promote 'No Smoking' and other company policies	E	A + I
Satisfactory Criminal Records Bureau disclosure at enhanced level	E	A + I