



<b>Primary School Admin Officer/Extended Schools Manager</b>	<b>Essential (E) or Desirable (D)</b>
<b>Person Specification Requirements</b>	

<b>Knowledge &amp; Understanding</b>	
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Minimum of 5 GCSE's (A*-C Grade) or equivalent office experience/vocational qualifications.	E
NVQ Level 3 standard in Childcare / Play work/ Learning Support or equivalent	E
Paediatric First Aid Certificate	D
Food Hygiene Qualification	D
Minimum of 2 years' experience in a childcare/educational setting	E

<b>Skills</b>	
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A desire to make a positive contribution to children's education and well being	E
Relevant experience of office work including databases with efficient and effective administrative skills	E
Competence in use of IT systems including email and Microsoft Word and Publisher	E
An understanding of Capita SIMS and FMS	D
Able to deal with changing and conflicting deadlines and frequent interruptions to work.	E
A welcoming and professional front of house persona	E
Well-developed communication, planning and organisational skills and customer care.	E
Ability to prioritise work, and to meet and manage work to tight deadlines	E

<b>Experience</b>	
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Experience of providing safe and creative play for children age 4-11 years	E
Managing and leading and a team	E
Requirements of child protection and safeguarding	E
Experience of Health & Safety and risk assessment	D
Working in an office environment using a variety of IT packages	E

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**Other**

Be willing to commit to the values of the School.	E
You will need to be someone who is passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as, an ability to lead and motivate a range of staff.	E
Respect confidentiality in discussing pupil or staff related information and school business operations.	E
Show flexibility in working arrangements in terms of duties and working hours/pattern to meet emergencies and changed circumstances.	E
Demonstrate a commitment to continuous professional development.	E
Have an understanding of the school culture and working in a teaching environment.	E
Have a cheerful disposition and good sense of humour.	E