



# **HOLY FAMILY CATHOLIC PRIMARY SCHOOL** **PERSON SPECIFICATION** **ADMIN SUPERVISOR**



Please write your supporting statement/letter giving evidence of how you meet each of the essential criteria.

| General heading                        | Detail                                        | Examples                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications &amp; Experience</b> | Specific qualifications & experience          | Experience of administrative work in a busy office environment.<br>GCSEs (including English & Maths) at Grade C/4 and above or equivalent.<br>Experience of working with children in a school environment (desirable).<br>First Aid Qualification (desirable).                                                                                                               |
|                                        | Knowledge of relevant policies and procedures | Working knowledge of general school policies and procedures (desirable)                                                                                                                                                                                                                                                                                                      |
|                                        | Literacy                                      | Excellent reading and writing skills                                                                                                                                                                                                                                                                                                                                         |
|                                        | Numeracy                                      | Good numeracy skills                                                                                                                                                                                                                                                                                                                                                         |
|                                        | Technology                                    | Experience of development, management and operation of administrative systems and ICT packages, including Microsoft Office.<br>Experience of the use of complex information databases, preferably Bromcom.                                                                                                                                                                   |
| <b>Communications</b>                  | Written and Verbal                            | Ability to work accurately with attention to detail.<br>Ability to use clear language to communicate information clearly and sensitively with children and adults.<br>Ability to listen effectively.<br>Ability to maintain a high level of confidentiality and discretion at all times.<br>Demonstrate creativity and an ability to resolve routine problems independently. |
|                                        | Languages                                     | Overcome communication barriers with children and adults                                                                                                                                                                                                                                                                                                                     |
|                                        | Negotiating                                   | Ability to work effectively with a range of adults, both internally and with external agencies.                                                                                                                                                                                                                                                                              |
| <b>Personal</b>                        | Personal                                      | Excellent organisational skills.<br>Ability to remain calm under pressure and meet conflicting demands within deadlines.<br>Ability to follow instructions effectively.<br>Ability to manage own time effectively and provide timely and accurate information.                                                                                                               |
| <b>Working with others</b>             | Working with partners                         | Understand the role of others working in and with the school.<br>Understand and value the role of parents and carers in supporting children.                                                                                                                                                                                                                                 |
|                                        | Relationships                                 | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults and staff.                                                                                                                                                                                                                                  |
|                                        | Teamwork                                      | Ability to supervise and motivate a team in a positive,                                                                                                                                                                                                                                                                                                                      |

|                |                                 |                                                                                                                                                                                                                                             |
|----------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                |                                 | constructive and successful way.                                                                                                                                                                                                            |
|                | Information                     | Know when, how and with whom to share information.<br>Ability to follow and share instructions accurately.                                                                                                                                  |
| <b>General</b> | Equalities                      | Awareness of and commitment to equality.                                                                                                                                                                                                    |
|                | Health & Safety                 | Basic understanding of Health & Safety.                                                                                                                                                                                                     |
|                | Working with children           | Understand and implement the school's behaviour management policy.<br>Ability to understand and support children with developmental difficulty or disability.<br>Understand and support the importance of physical and emotional wellbeing. |
|                | Child Protection                | Understand and implement child protection procedures.                                                                                                                                                                                       |
|                | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality.                                                                                                                                                                          |
|                | CPD                             | Be prepared to develop and learn in the role.                                                                                                                                                                                               |