

Greenslade Primary School – SSAO Person Specification	
Professional Qualifications and Training	Assessed by:
A recognised business or management qualification eg Certificate of School Business Management (NCSL)	A
Evidence of further relevant continuous professional development	A&I
A good standard of literacy and numeracy skills at least GCSE English and Maths	A & I
Experience	
A minimum of two years administrative experience in a busy office	A & I
Experience of financial management, business and banking procedures	A & I
Experience of Human Resources/Personnel procedures	A & I
Experience of successfully working as part of a team	A & I
Experience of successfully supporting members of the public	A & I
Skills, Knowledge and Understanding	
Excellent organisational skills, standards of efficiency, confidentiality and professionalism.	A & I
Excellent interpersonal and communication skills, showing empathy and understanding	
Excellent knowledge of computer accountancy and payroll systems such as FMS, Excel, SIMs, Microsoft Office	A & I
Excellent word processing and clerical skills including accurate book keeping, minute taking and setting agendas	A & I
The ability to work under pressure, manage a large volume of varied tasks and to meet deadlines.	A & I
The ability to line manage, empower and support members of the office team.	A & I
The ability to show initiative be self- motivated and show the determination to see tasks through to completion.	A & I
To be adaptable, flexible and creative	
Personal Qualities To be:	
Enthusiastic, energetic and proactive,	A&I
Warm, caring and empathetic	A&I
Resilient, confident and optimistic	A&I
Well organised	A&I
Able to work successfully with colleagues and develop good relationships with children and parents	A&I
Demonstrate a commitment to:	
Promoting the school's vision and ethos	A&I
Promoting equal opportunities and inclusion	A&I
Safeguarding and promoting the welfare of children	A&I
Forming and maintaining appropriate relationships and personal boundaries with children and young people	A&I
Making a positive contribution to the wider life of the school	A&I
Continued professional development and creating a professional learning community within the school	A&I
Working in partnership with all those involved in the life of the school and particularly to developing full and active parental involvement	A&I
Ensuring the Health and Safety of all of our community within the school context	A&I
Assessment A – Application Form I – Interview, O - Observation	