

**Aintree Davenhill Primary School**  
**Administrator Grade C**  
**Person Specification**



Qualifications and Training	
Essential	Desirable
<ul style="list-style-type: none"> <li>NVQ Level 3 in Administration or equivalent qualification or experience</li> </ul>	<ul style="list-style-type: none"> <li>Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification</li> </ul>
Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>Basic awareness of inclusion within an education setting</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a clerical/administrative/financial role</li> <li>Appropriate knowledge of First Aid</li> <li>Knowledge of relevant policies/codes of practice and an awareness of relevant legislation.</li> </ul>
Skills	
Essential	Desirable
<ul style="list-style-type: none"> <li>Ability to communicate in a clear, accurate and succinct manner to deliver information at an appropriate level</li> <li>Share team goals, standards and values</li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive use of Microsoft Office programmes</li> <li>Experience of using social network and communication apps/websites in a professional capacity</li> </ul>
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>Understanding of their statutory requirements relating to safeguarding, equality, health and safety, and data protection</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of education policies and procedures</li> <li>Demonstrate an understanding of how to manage the reputation of the school and engage with the school community</li> </ul>

### **Personal Traits**

#### **The successful candidate will have:**

- Good verbal and written communication skills
- Excellent time management and organisation skills
- The ability to work independently and as part of a team
- The ability to maintain successful professional relationships

### **Additional Requirements**

#### **The successful candidate will need:**

- To complete support staff induction
- An up-to-date DBS certificate, with barred list information where required
- The right to work in the UK