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| EMPLOYEE SPECIFICATIONWhen filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Desirable* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post, then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this. |

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| **Post Title: Administration Manager** | **Directorate/School: Green Meadows Academy** | **Grade:**  |

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| **Attributes**  | **Criteria** | **How Identified**  | **Rank** |
| Management | * Ability to manage all aspects of a team from recruitment to resource allocation
* Excellent task management skills both for self and others – ability to meet deadlines set internally and externally
 | Application form / InterviewApplication form / Interview | EssentialEssential |
| Relevant Experience | * Substantial administrative skills within an educational background, minimum of two years
* Experience working with school budgets
 | Application form / InterviewApplication form / Interview | EssentialEssential |
| Practical Skills | * Good organisation and the ability to prioritise
* Ability to work with school budgets and budget monitoring
 | Application form / InterviewApplication form / Interview | EssentialEssential |
| Education and Training Attainments | * Minimum of 4 GCSEs (Grade C or above) including English Language and Mathematics or equivalent.
* RSA Word Processing Level 2 or equivalent. (Or the ability to pass an internal test using MS Word).
* Relevant IT qualification
* Other relevant administrative qualification
 | Application form Application form Application form Application form  | EssentialDesirableDesirableDesirable |
| Skills and Abilities including IT | * Highly efficient in using Microsoft packages, Excel, FMS
* Experience of working in a school environment
* Experience using school MIS System
* Capacity to learn and adapt to new IT programmes and tools
* Proficient in the use of e-mail and internet
* Possess good organisational skills
* Able to work using own initiative
* Able to work in a methodical manner paying attention to detail and accuracy
* Able to organise work schedules in order to meet tight deadlines
* Able to collect and collate statistical information
* Able to communicate clearly, concisely and politely
* Capacity to adopt flexible working practices
* Possess good interpersonal skills
* Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
 | Application formApplication formApplication formApplication form / InterviewApplication form / InterviewApplication form / InterviewApplication form / InterviewApplication form / Interview Application form / Interview Application form / InterviewApplication form / InterviewApplication form / InterviewApplication form / InterviewApplication form / InterviewApplication form / InterviewApplication form / Interview | EssentialDesirableDesirableEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssential |
| Communication | * Effective written and oral communication
* Good negotiation skills
 | Application form Application form / Interview | EssentialEssential |
| Personal Qualities | * Able to work under pressure in a busy environment
* Ability to deliver work with clearly defined deadlines
* Ability to work effectively within a team environment
 | Application form / InterviewApplication form / InterviewApplication form / Interview | EssentialEssentialEssential |
| Strategic Thinking | * Problem solver, strategic thinker and planner
 | Application form / Interview | Essential |
| Knowledge | * Knowledge of relevant policies/codes of practice & awareness of relevant legislation
 | Application form  | Essential |
| Additional Factors | * Willing to undergo further training.
* This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
 | InterviewApplication form / Interview | EssentialEssential |