

Priory School
Person Specification: Office Supervisor and HR Administrator

Key

E (Essential) D (Desirable) A (Application Form) I (Interview)

Qualifications		E	D	A	I
1.	5 A*- C Level GCSEs or equivalent including English and Maths	✓		✓	
2.	Business Management qualification at NVQ Level 3 (e.g. Certificate in Personnel Practice, successful completion of Year One of the Diploma in Personnel Management)		✓	✓	
3.	Successful completion of Safer Recruitment training course or ability to complete such training within 3 months of joining Priory School		✓	✓	✓
Successful Relevant Experience		E	D	A	I
4.	Experience of working in a busy school office.	✓		✓	✓
5.	Effectively supervise and organise a small team and prioritise work in a school office environment	✓		✓	✓
6.	Experience of Admissions and Attendance processes in a school environment		✓	✓	✓
7.	Use Microsoft Word, Excel, Outlook, PowerPoint and other appropriate software effectively at an intermediate level to include the ability to produce charts, diagrams, and marketing material	✓			✓
8.	Using SIMS including SIMS.net, attendance, etc.	✓			✓
9.	Understanding of basic HR processes with regards to recruitment, absence monitoring and record keeping.	✓		✓	✓
10.	Effectively working to tight deadlines whilst remaining calm	✓			✓
Knowledge and Understanding: Able to evidence and apply up to date secure knowledge and understanding of:		E	D	A	I
11.	Relevant legislation and guidance to include KCSIE, The Equality Act 2010, Freedom of Information Act		✓	✓	✓
12.	Solution focused thinking and ability to problem solve effectively	✓		✓	✓

Skills Able to evidence and demonstrate the ability to:		E	D	A	I
13.	Enthuse and inspire others and demonstrate a 'can do' attitude	✓		✓	✓
14.	Communicate clearly and effectively in the English language, with children and adults, both verbally and in writing.	✓		✓	✓
15.	Excellent interpersonal skills and the ability to relate to people with understanding, humour and tact; to communicate effectively with a wide range of potential audiences and to listen and understand the point of view and opinions of other people	✓		✓	
16.	Analyse and evaluate working practices and systems, and design enhanced practices that continuously improve the operational effectiveness of the school admin function.	✓			✓
17.	Be resilient and optimistic in order to manage day-to-day challenges in a busy school environment	✓		✓	
18.	Take personal responsibility, demonstrate a readiness to reflect and self-evaluate and the ability to change, improve and develop	✓			✓
19.	Pay attention to detail and spot errors quickly	✓			✓
Attitudes and Approaches The successful candidate will:		E	D	A	I
20.	Have high standards in terms of attendance and punctuality	✓			✓
21.	The ability to manage oneself, including time management, professional direction and development and an ability to work effectively, as part of a team, at all times including challenging circumstances.	✓			✓
22.	A genuine concern to secure the educational progress of children irrespective of their background or ethnicity	✓			✓
23.	Maintain confidentiality and handle sensitive information in accordance with Data Protection rules	✓			✓
24.	Be committed to and be able to actively demonstrate safeguarding and promoting the welfare of children. Demonstrate the ability to uphold public trust and confidence and maintain appropriate positive professional boundaries in relationships with both children and adults at all times	✓			✓
25.	Successful Enhanced DBS status	✓			✓