



# Fleet Primary School

Fleet Road Hampstead London NW3 2QT

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Headteacher: Don McGibbon



## Job title: Administrator

Essential		Desirable	Evidence
<b>1. Qualifications and background</b>			
1.1	GCSE (or equivalent) in English and maths	First Aid qualification.	Application form, certificates, references,
1.2	At least two years' experience working in an administrative role within an office environment.		
<b>2. Knowledge and Experience</b>			
2.1	An understanding of basic financial management such as cash collection, record keeping and banking.	Evidence of experience in using schools management systems eg <i>Integris, Scopay</i> .	Application form, references, interview, selection task
2.2	Clerical skills e.g typing & drafting correspondence, filing, scanning and photocopying.	Experience in school admission and transfer procedures.	
2.3	Proven intermediate IT skills including MS <i>Word, Excel</i> .	Experience in the administration and monitoring of school attendance data.	
2.4	Ability to work effectively and efficiently across a range of systems.	Experience in the administration of school meals.  Experience in Data input and generating of reports. Experience in the administration and storage of medicines.	

<b>3. Skills</b>		
3.1	Constructive interpersonal skills - ability to communicate effectively both orally and in writing, adapting to the needs of the target audience.	Application form, references, interview, selection task
3.2	Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.	
3.3	Ability to maintain accurate records and filing systems.	
3.4	Ability to work under pressure, juggle workload and ensure that deadlines are met.	
3.5	Ability to prioritise and organise own workload and work on own initiative.	
<b>4. Personal Qualities</b>		
4.1	A desire to make a difference to the lives of young people	Application form, references, interview
4.2	Resilience, energy, enthusiasm and creativity	
4.3	Able to work as part of a team (to include teachers, Governors, other schools within the locality and Local Authority)	
4.4	Able to work under pressure, meet deadlines, work flexibly and calmly and be able to reflect on processes and outcomes	
4.5	Supportive of the ethos of the school	
4.6	Able to deal with children, colleagues, parents/carers, visitors and outside agencies in a positive and professional manner which promotes a positive image of Fleet Primary School.	