

**Grove House Nursery School and Children's Centre
Person Specification
School Administrator**



This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Essential Requirements

Education and Experience

- a) Experience of general clerical /administrative work.
- b) Good level of literacy and numeracy skills.

Knowledge, Skills and Abilities

- c) Appropriate knowledge of first aid.
- d) Ability to use relevant technology e.g. photocopier.
- e) Appropriate level of keyboard/computer skills.
- f) Ability to participate in development and training opportunities.
- g) Ability to relate well to children and adults.
- h) Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these.
- i) To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Prepared by: **Date** / /
Agreed by: **Date** / /
