

**Cumbria County Council
Person Specification**

POST TITLE: Administration/Organisation BS6

	ESSENTIAL	DESIRABLE
Qualification/Training/Competences	NVQ Level 4 or equivalent qualification or experience in relevant discipline Excellent numeracy/literacy skills	Diploma in School Business Management.
Relevant Experience	Experience working in office environment at a senior level	Experience working in a school-based/education environment
Knowledge	Effective use of specialist ICT packages Use of specialist equipment/resources Full working knowledge of relevant policies/codes of practice/legislation	Experience of working with school management systems.
Skills	Ability to organise, lead and motivate other staff Ability to plan and development systems Ability to relate well to children and adults Work constructively as part of a team, understanding school roles and responsibilities and your own position within these Ability to self-evaluate learning needs and actively seek learning opportunities	
Special Circumstances	Occasional attendance at meetings outside normal hours	