

BRISTOL CITY COUNCIL

EMPLOYEE SPECIFICATION

Department: Education & Lifelong Learning
Federation

Central Bristol Nursery Schools

Post: Primary School Administrator Level 2

Bristol Grade: 5 POST NO

ESSENTIAL (Must have)	DESIRABLE (Should have)
Knowledge & Experience Experience of working in an administrative capacity Capability to use standard procedures including: Sound ICT skills to be able to use word processing packages, spreadsheets, databases and desktop publishing to input and produce reports. Language Skills: High level of Fluency. The ability to converse with citizens and provide advice in accurate spoken and written English, or through a BSL interpreter as at times may be first point of contact. Abilities & Aptitudes Ability to organise complex material and appointments. Ability to use spoken and written skills to communicate with adults and children in an appropriate manner including passing information to relevant staff members. To carry out First Aid or willingness to gain a First Aid qualification. Ability and willingness to work cooperatively as part of a team. Ability to file and retrieve information stored alphabetically. Maintain confidentiality with both written and	Knowledge & Experience Experience of working in a service orientated environment Experience of any of the following: invoices, sickness records & ordering. Abilities & Aptitudes Ability of cope under pressure Excellent communication skills

Last modified: June 2016

verbal communication.	
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SPECIAL CONDITIONS	
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The post holder will be required to pass relevant safeguarding checks including DBS checks and Barred. Where the job involves working within early years services at any time it will be offered/the employee is required to confirm that they are a not disqualified from working within early years services by association.	
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