



## Personal specification Administration Officer



	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE Maths and English A-C Grade or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>First Aid Certificate</li> <li>Fire Marshall training</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>Experience of school management and information systems SIMS</li> <li>Working knowledge and experience of Microsoft Office applications including Word, Excel</li> <li>Willingness to undertake further training in school-based computer systems</li> </ul>	<ul style="list-style-type: none"> <li>Any other personal previous training</li> <li>Working knowledge of Microsoft Powerpoint and Publisher</li> <li>Parent communication APP or equivalent systems</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>At least two years' experience in office administration, preferably within a busy school environment</li> <li>Working knowledge and experience of SIMS packages</li> <li>Using ICT software to enhance learning</li> <li>Experience of supporting the management and operation of administrative systems of work including some basic finance tasks including handling money</li> <li>Using a database</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with external agencies</li> <li>Experience of Educational Welfare procedures</li> <li>Taking minutes at meetings</li> </ul>
<b>Knowledge &amp; understanding</b>	<ul style="list-style-type: none"> <li>An excellent understanding of data and how it can be used</li> <li>Confident in the use of Microsoft Word, Excel, email and other software</li> <li>Understanding of GDPR and Data Protection Act 2018</li> <li>Understand the need for, and demonstrate confidentiality at all times</li> <li>An understanding of the ethos of a school</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Able to work independently and proactively, prioritising work appropriately</li> <li>Work collaboratively with colleagues as part of a supportive team</li> <li>Be able to use own initiative</li> <li>Be able to work under pressure and meet deadlines</li> <li>Demonstrates a high level of organisational skills and accuracy</li> </ul>	<ul style="list-style-type: none"> <li>Experience of events organisation</li> <li>Experience and knowledge of working with process and procedures</li> </ul>



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	<ul style="list-style-type: none"> <li>• Produce accurate work with great attention to detail</li> <li>• Confident to review own performance</li> <li>• Be pro-active in offering ideas</li> <li>• Excellent communication skills, both written and oral</li> <li>• Good keyboard skills</li> <li>• Always demonstrates a high level of customer service</li> <li>• To display calmness, empathy and enthusiasm</li> <li>• Be responsible, honest, caring and reliable, and conduct oneself with integrity when dealing with parent concerns</li> <li>• Happy disposition, with a 'can do solutions based' approach to tasks.</li> <li>• Enjoy a varied, unstructured work environment and be happy to be flexible in work practises to meet the needs of the School Business Manager and Headteacher</li> <li>• Possess a positive attitude and approach to change and development</li> <li>• Be discreet and tactful</li> <li>• Calm patient manner with a high level of emotional intelligence</li> <li>• Tenacity with a good sense of humour!</li> <li>• Enjoy rising to the challenges inherent in a school environment</li> <li>• Approachable, courteous and able to promote a positive image as the first point of contact of the school</li> </ul>	
<p><b>Safeguarding</b></p>	<ul style="list-style-type: none"> <li>• Clear commitment to, and understanding of safeguarding legislation and practice relating to children and other school stakeholders</li> <li>• Commitment to health and safety</li> <li>• Commitment to equality and diversity</li> </ul>	