

Person Specification: Administration Officer Level 2

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> English and Maths to GCSE (grade C) or beyond and be numerate and accurate 	<ul style="list-style-type: none"> be willing to undertake further training
Experience	<ul style="list-style-type: none"> worked in an office environment for a minimum of 2 years experience of working successfully and co-operating as a member of a team 	<ul style="list-style-type: none"> Experience of working in a school setting Experience of working with children of primary school age
Professional Values	<ul style="list-style-type: none"> wish to work within a School and be sympathetic to the school's ethos and aims and meet the expectations of the school's governing body establish and maintain good professional relationships with pupils, parents and colleagues adopt a flexible approach to working 	
Knowledge and understanding	<ul style="list-style-type: none"> excellent communication skills, both verbal and written highly confident in Microsoft 365 including email, word, excel and database programs competent in the use of a wide range of technology including computers, tablets and software experience of banking procedures understand the statutory requirements of legislation concerning GDPR and Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion 	<ul style="list-style-type: none"> experience of working with school management programmes eg RM Integris/FMS/SAP up to date knowledge of their role and the latest most efficient administrative practices
Skills	<ul style="list-style-type: none"> promote the school's aims positively establish and develop appropriate relationships with parents, governors and local community communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors; 	<ul style="list-style-type: none"> will identify opportunities to improve administrative processes and drive efficiency



	<ul style="list-style-type: none"> • promote a positive working environment; • be able to prioritise workloads; have excellent time management and organisational skills; • Accurately maintain reports, records and files relating to pupils, staff, budgets and operations. • be able to work under pressure and meet deadlines • produce accurate work • be able to use initiative 	
Personal characteristics	<ul style="list-style-type: none"> • friendly, caring and reliable • knowledgeable, highly competent and a quick learner • approachable, empathetic and discreet • creative and enthusiastic • organised and resourceful • committed • of smart appearance • punctual 	<ul style="list-style-type: none"> • a sense of humour
Special requirements	<ul style="list-style-type: none"> • have or be willing to undergo an Enhanced Criminal Records Bureau disclosure check • be willing to undergo a pre-employment health check 	