



PERSON SPECIFICATION

Job Title: Administrative Officer

Post details	Office Administrator		
CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and training	<ul style="list-style-type: none">• A minimum of 5 GCSE or equivalent, to include English and Maths• Typing or Word processing qualifications• Willingness to complete additional training as required for appropriate performance of the role	<ul style="list-style-type: none">• A Level English/Maths• NVQ Level 3 or 4 (or equivalent) in Business Admin or Finance	Certificates to be seen & recorded / discussed at the interview
Experience	<ul style="list-style-type: none">• Experience of working in administration• Experience of preparing reports, minutes and correspondence• Experience of working independently, managing competing priorities within agreed timeframes• Experience of liaison with external contractors and outside agencies	<ul style="list-style-type: none">• Previous experience in an education environment• 	Application Form References Interview
Job related Knowledge, Skills and Aptitudes	<ul style="list-style-type: none">• Good ability to multitask and maintain an overview• Ability to be fast and accurate in admin tasks• Good numeracy and literacy• IT literate, including proficiency in use of Word and Excel• Excellent interpersonal skills, with the ability to relate well to service users, parents, professionals and staff• Ability to act with confidentiality, tact and discretion• Excellent written and verbal communication skills• Excellent telephone manner and reception skills• Good organisation skills with a high level of accuracy• Ability to use initiative and be self-motivating	<ul style="list-style-type: none">• Proficiency in use of Microsoft Office/SIMS• Database knowledge• Knowledge of personnel and administrative systems	References Interview
Values	<ul style="list-style-type: none">• Commitment to safeguarding children and upholding safe working practices, to promote the safety and wellbeing of children.• Commitment to equality of opportunity		Interview
Other requirements	<ul style="list-style-type: none">• Commitment to personal professional development• Strict adherence to security requirements re: Child Protection, Data Protection Regulations, Health & Safety and other relevant legislation, policies and procedures	<ul style="list-style-type: none">• Full UK driving license and ownership of car.	References Interview