

PERSON SPECIFICATION

Job Title: Administrative Officer

| Post details | Office Administrator | | |
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| 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 |