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**Forest Park School: Person Specification ~ Senior Admin Officer**

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| **Criteria** | **Essential** | **Desirable** |
| Excellent communication and organisation skills | **✓** |  |
| Excellent practitioner with high expectations and aspirations | **✓** |  |
| Experience of personnel procedures including recruitment | **✓** |  |
| Confident IT user, including Microsoft Office packages | **✓** |  |
| Ability to work effectively under pressure | **✓** |  |
| Ability to work independently, flexibly and with initiative | **✓** |  |
| Demonstrate excellent time management skills | **✓** |  |
| Knowledge of school management systems (including Arbor and IBC) |  | **✓** |
| Ability to establish and maintain good relationships with colleagues and work as a team | **✓** |  |
| Ability to motivate, manage and develop staff | **✓** |  |
| Ability to develop effective relationships with parents /other agencies | **✓** |  |
| Have a positive approach and good sense of humour | **✓** |  |
| Experience of working with children with a wide range of special educational needs |  | **✓** |
| Experience of Safeguarding procedures and practice |  | **✓** |
| Commitment to training and professional development | **✓** |  |