

Herne Junior School – Person Specification



Admin Officer

Professional Qualifications and Experience	
Essential	Desirable
<ul style="list-style-type: none"> GCSE Maths and English level 4 or above Experience of working within a busy school office. Experience of school office software such as Arbor and ParentPay Understanding of safeguarding practices and the need for confidentiality, discretion, empathy and professionalism at all times. 	<ul style="list-style-type: none"> Line management experience
Skills and Attributes	
Essential	Desirable
<ul style="list-style-type: none"> Actively promote the school's values, ethos, aims and objectives. Develop good professional relationships within and across teams. Establish effective relationships with all the school's stakeholders. Ability to remain calm under pressure, show tact, diplomacy and common sense. A proven ability to work within tight time scales and manage own work load Demonstrate excellent organisational skills. Effective communication with a range of stakeholders. Good literacy and numeracy skills Ability to prioritise and work under pressure. Ability to work to a high degree of accuracy and pay attention to detail Excellent ICT skills The versatility, attitude and flexibility required to undertake the post. 	
Personal characteristics	
Essential	Desirable
<ul style="list-style-type: none"> Professionalism, calm manner and resilience. Excellent communication skills. Flexibility to adapt to the changing workload demands and school challenges. Self-motivation and personal drive to complete tasks within the necessary timescales and to a high standard. Proven ability to work unsupervised. Self-starter and proactive with a 'can do' attitude. Maintain accurate records and formulate plans. Calm patient manner with a high level of emotional intelligence Enjoys working with children and understands inclusion 	<ul style="list-style-type: none"> Creative and dynamic approaches – thinking outside the box. Enjoy a varied working environment where everyday can be different with an ability to be flexible and responsive.