

**Admin Officer****Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• General clerical/administrative work</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school</li> </ul>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• NVQ 2 or equivalent qualification or experience in relevant discipline</li> <li>• Good numeracy/literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Qualifications in administration</li> <li>• First Aid Training</li> </ul>
<b>Knowledge/ Skills</b>	<ul style="list-style-type: none"> <li>• Effective use of ICT packages</li> <li>• Knowledge of relevant policies/codes of practice and awareness of relevant school legislation</li> <li>• Good ICT skills</li> <li>• Good interpersonal skills, can relate well to children and adults</li> <li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> <li>• Accuracy and attention to detail</li> <li>• Ability to work independently and exercise initiative</li> <li>• Ability to organise and prioritise workload effectively and meet deadlines</li> <li>• Ability to communicate effectively both orally and in writing</li> <li>• An understanding of the importance of safeguarding children</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Arbor, or other MIS system</li> <li>• Knowledge of Health &amp; Safety</li> <li>• Knowledge of HR in schools</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Can work well under pressure</li> <li>• Good sense of humour</li> <li>• Positive attitude with enthusiasm and drive</li> <li>• Ability to deal with everyone in a positive and professional manner, which promotes a positive image in line with our school's vision and ethos</li> <li>• Discretion</li> <li>• Willing to learn and adapt to new challenge</li> </ul>	