

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

	Essential	Desirable
Experience	• General clerical/administrative work	• Experience of working in a school
Qualifications/ Training	• NVQ 2 or equivalent qualification or experience in relevant discipline • Good numeracy/literacy skills	• Qualifications in administration • First Aid Training
Knowledge/ Skills	• Effective use of ICT packages • Knowledge of relevant policies/codes of practice and awareness of relevant school legislation • Good ICT skills • Good interpersonal skills, can relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Accuracy and attention to detail • Ability to work independently and exercise initiative • Ability to organise and prioritise workload effectively and meet deadlines • Ability to communicate effectively both orally and in writing • An understanding of the importance of safeguarding children	• Knowledge of Arbor, or other MIS system • Knowledge of Health & Safety • Knowledge of HR in schools
Personal Qualities	• Can work well under pressure • Good sense of humour • Positive attitude with enthusiasm and drive • 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 • Discretion • Willing to learn and adapt to new challenge	