**Administration Officer – Person Specification**

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| **Training and Qualifications** | Essential or Desirable | How/when measured |
| Literacy and Numeracy skills  | E | A/I(Certificate) |
| Commitment to personal/professional development | E | A/I/R |

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| **Knowledge and Experience** |  |  |
| Excellent communication skills and the ability to prepare written work to a high standard  | E | A/I/R |
| Experience of presenting information in a variety of ways | E | A/I/R |
| Ability to make sound judgements and prioritise multiple demands  | E | A/I/R |
| Ability to act on own initiative, dealing with any unexpected problems that arise | E | A/I/R |
| Ability to demonstrate good interpersonal skills to communicate with a range of people | E | A/I/R |
| Excellent, up to date, working knowledge of MS office suite of applications | E | A/I |
| Understanding of the practical application of Equal Opportunities  | E | A/I |

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| **Professional Knowledge and Understanding** | Essential or Desirable | How/when measured |
| Motivation to work with children and young people | E | A/I/R |
| Good communication skills | E | A/I/R |
| Ability to form and maintain appropriate relationships with children and young people | E | A/I/R |
| Open-mindedness | E | I/R |
| A forward-thinking approach | E | I/R |
| Excellent interpersonal skills | E | A/I/R |
| Ability to be reflective and self-critical | E | I/R |
| Potential for further development | E | A/I |
| Excellent role model for colleagues and for students | E | A/I/R |
| Experience of working in a school environment | E | A/R |

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| **Personal and Professional Skills, Qualities and Attributes** | Essential or Desirable | How/when measured |
| Interpersonal skills to build effective working relationships with pupils and staff across the school | E | A/I/R |
| Analytical skills to investigate problems and information, drawing conclusions and making recommendations for action | E | A/I/R |
| Initiative to work without direct supervision and respond to unexpected problems | E | A/I/R |
| Organisational skills to prioritise and re-prioritise own workload and complete tasks to potentially conflicting deadlines | E | A/I/R |
| Ability to work flexibly according to needs of school between activities supporting pupil’s learning and activities supporting the smooth and effective running of the school | E | A/I/R |
| Think creatively to anticipate and solve problems | E | A/I/R |
| Willing to be first aid trained | E | A/I |