



**Woodfield Primary School
Admin Officer
Person Specification**

Applicants should be able to provide evidence that they have the necessary personal skills and attributes required by the post.

1. APPLICATION FORM AND LETTER

The application form and support letter should be fully completed and free from error. The letter should be clear, concise and related to the specific post. Please do not send a CV.

2. TRAINING AND QUALIFICATIONS

	Essential or Desirable	Evidence A: Application I: Interview R: Reference
Excellent literacy and numeracy skills – hold appropriate GCSE or equivalent qualification to undertake the tasks of the post	E	A
Working at or willing to work towards a Level 2 in Business Administration	D	A

3. SKILLS AND EXPERIENCE

	Essential or Desirable	Evidence A: Application I: Interview R: Reference
Experience of using computer software, eg Microsoft Office	E	A/I/R
Excellent communication skills and ability to deliver effective customer service over the telephone and in person	E	A/I/R
Knowledge and understanding of the work of a primary school, understanding roles and responsibilities	D	A/I
Ability to build and maintain effective working relationships with pupils, colleagues, parents and visitors	E	A/I/R
Strong organisational skills - able to organise own workload, prioritise tasks/solve problems and work to deadlines within a busy school environment	E	A/I/R
Knowledge of general administrative work and office systems	E	A/I/R

4. KNOWLEDGE AND UNDERSTANDING

	Essential or Desirable	Evidence A: Application I: Interview R: Reference
Knowledge of general office procedures	E	A/I/R
Understanding of the importance of safeguarding/child protection when working in a school setting	E	A/I/R
Knowledge and understanding of data protection and the importance of maintaining confidential information	E	A/I/R

5. PERSONAL SKILLS AND ATTRIBUTES

	Essential or Desirable	Evidence A: Application I: Interview R: Reference
Professional appearance and manner, with the ability to promote a positive ethos in school	E	A/I/R
Effective communication skills	E	A/I/R
Strong organisational and self-management skills	E	A/I/R
Able to converse respectfully and at ease with all stakeholders in accurate spoken English	E	A/I/R
Adaptability to changing circumstances and new ideas	E	A/I/R
Ability to seek and receive advice and support when necessary	E	A/I/R
Good standard of written English	E	A/I/R
Commitment	E	A/I/R
The ability to work as a member of a team	E	A/I/R

6. CONFIDENTIAL REFERENCES AND REPORTS

	Essential
Written references only (including e mail)	✓
Professional references should provide a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above	✓
Recommendation from current employer/ college	✓