



Developing Potential without Limitations

Administrative Officer Personnel Specification

	Essential Criteria	Desirable Criteria.
Qualifications	4 GCSEs or equivalent Grade A – C or equivalent, to include Maths and English	Attainment of level 3 qualifications or equivalent (eg: A Levels, AVCE) Administration Qualification
Professional Experience	Minimum of 3 years practical experience of working in an office environment Experience of working with Microsoft Office Programmes including Word, Excel, PowerPoint, Publisher Experience of working with different stakeholders	Experience of working within a school office Experience of working on a School Information Management System (SIMs or equivalent) Experience of site management
Knowledge	Knowledge of school administration practices and procedures An understanding of safeguarding issues relating to children and other stakeholders including DBS checks and Child Protection Policies Knowledge and awareness of the importance of confidentiality and data protection An understanding of the ethos of a school	A knowledge of SIMS modules An awareness of Health & Safety issues Knowledge of local authority systems for reporting Health and Safety information. Knowledge and experience of school policies relating to health and safety, behaviour, attendance, equal opportunities
Skills / attributes	Ability to fulfil reception duties including; <ul style="list-style-type: none"> • a polite professional telephone manner • ability to take and relay accurate messages • providing a first point of contact service for pupils, parents/guardians, visitors, staff and other outside agencies Ability to undertake a range of office administration, accurately and efficiently including data entry skills Excellent communication skills, both verbal and written to pupils, parents/guardians, visitors, staff and other outside agencies	Current First Aid Certificate Current Child Protection/Prevent Training certificate Ability to handle cash for banking, petty cash and administer school accounts

	<p>Able to identify, the needs of the school office, including the extended services within school</p> <p>Excellent organisational skills</p> <p>Ability to prioritise workload and to work to, and to meet, deadlines</p> <p>Ability to problem solve</p> <p>Ability to work accurately under pressure in a very busy environment</p> <p>Ability to work using own initiative and as part of a team</p> <p>Ability to work in partnership with all staff, teaching and support, governors and parents with resilience and enthusiasm</p>	
Personal	<p>Good timekeeping</p> <p>Excellent health and attendance record</p> <p>Discreet & confidential whilst remaining professional, tactful & sensitive</p> <p>Warm and approachable manner with good inter-personal skills</p> <p>Sets high standards and expectations for self</p> <p>Flexible attitude to work including;</p> <ul style="list-style-type: none"> • working hours, • demands and changes in the role • willingness to be involved in the school <p>Smart professional appearance</p> <p>Total honesty, integrity, and reliability</p> <p>Energy, enthusiasm, adaptability and a good sense of humour</p>	
Training	Willing to undertake training in school based computer systems as necessary	Evidence of recent and relevant training

This post has significant access to children and young people and as such the successful candidate will be expected to undergo a Criminal Records Bureau fully enhanced check.