



**PERSON SPECIFICATION**  
**Teaching School Administration Officer**

Required Attributes	Essential or Desirable	To be assessed by
<b><i>Experience:</i></b>		
Experience of working in an office environment	E	Application
Experience of providing high level administrative support	E	Application
Experience using UCAS and providing advice to others in its application	E	Application
Experience of using Microsoft Office packages	E	Application
<b><i>Knowledge, skills &amp; abilities:</i></b>		
Effective interpersonal skills with the ability to communicate with people at all levels as well as being the corporate face of the business	E	Application/Interview
Ability to develop own knowledge, skills and understanding to enhance personal performance	D	Application/Interview
Ability to implement improvements in practice and promote the importance of quality	D	Application/Interview
Excellent organisational skills and the ability to prioritise workload	E	Application/Interview
Proficiency with IT applications, particularly Microsoft Office	E	Application/Interview
Ability to be flexible and adaptable whilst working as part of a team	E	Application/Interview
Experience of Finance packages and financial reporting	E	Application/Interview
<b><i>Other:</i></b>		
Commitment to equal opportunities, positive relationships and continuous improvement	E	Application/Interview
Commitment to and empathy with the distinctive Salesian ethos of the school	E	Application/Interview
A 'can do' attitude	E	Application/Interview