**ADMINISTRATIVE OFFICER**

**PERSON SPECIFICATION**

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|  |  | **Essential (E) /**  **Desirable (D)** |
| **Knowledge/ Qualifications:** | Right to work in the UK | E |
| GCSE English and Mathematics grade C or above (or equivalent) | D |
| First Aid qualification or equivalent | D |
| **Experience:** | Competent user of Microsoft Office and confident to learn and use new technologies. | E |
| Experience of working in a school setting and liaising with pupils, staff members and external stakeholders | D |
|  | Excellent administrative and organisational skills | E |
|  | Experience of running effective reception support | D |
| **Aptitudes, skills and competencies:** | Excellent organisation and time management skills. | E |
| Ability to work on own initiative and take ownership. | E |
| Abel to manage and work to deadlines and remain calm under pressure. | E |
| Flexible and proactive in approach to work and tasks undertaken | E |
| Able to work as part of a team and to communicate effectively with all team members. | E |
| **Special conditions:** | Motivated to work with children & young people. | E |
| Ability to form & monitor appropriate relationship & personal boundaries with children & young people. | E |
| Appropriate attitudes to use of authority & maintaining discipline. | E |
| The postholder may be required to work outside of normal school hours on occasion, with due notice. | E |
| To undergo an enhanced DBS check – individuals on the ISA barred list should not apply. | E |