

# St Thomas More Catholic School

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## Person Specification

**Job Title: Administration Officer**

1. Previous secretarial experience is essential
2. Ability to write letters to a professional standard
3. Good general standard of education. Qualifications in Administration/Secretarial Procedures are desirable.
4. Have confidence with IT and computer packages, especially Microsoft Word, and good keyboard skills. SIMS experience is desirable but training would be available for this.
5. Experience of working in a busy school office environment is desirable
6. Accuracy and good attention to detail
7. Have good organisational and record keeping skills
8. Good written and verbal communication skills
9. Able to work as a team member but also on own initiative
10. Able to prioritise and multitask
11. Be sensitive to confidential issues within the school and committed to the ethos of the school
12. Be approachable, have common sense and a good sense of humour
13. Display commitment to the protection and safeguarding of children and young people
14. Value and respect the views and needs of children and young people