**Person Specification – Administrative officer**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Experience | * Experience of working in an office environment
 | * Experience of Teacher training process
 | * Application
* Interview
* References
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| Skills | * Good communication and interpersonal skills
* Good numeracy, literacy and ICT skills
* Able to work on own initiative
* Good organisational skills
* Good time management skills, including the ability to work to deadlines
* Must be a driver with access to own vehicle
 |  | * Application
* Interview
* References
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| Qualifications | * C grade or above in GCSE English
 | * Admin NVQ qualification
* C grade or above in GCSE Mathematics
 | * Application
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| Knowledge and Understanding | * Proficient in Microsoft Office applications, especially Word and Excel
 | * Some basic knowledge and understanding of the secondary /primary school system
 | * Application
* Interview
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| Continuous Professional Development | * Commitment to own professional development
 |  | * Application
* Interview
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| Personal Qualities | * Excellent communicator
* Effective team member
* Ability to work well under pressure and use your own initiative
* Flexible and willing
* Drive and determination
* Energy, enthusiasm and a sense of humour
 |  | * Application
* Interview
* References
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