**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 |
| 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 |
| Qualifications | * C grade or above in GCSE English | * Admin NVQ qualification * C grade or above in GCSE Mathematics | * Application |
| 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 |
| Continuous Professional Development | * Commitment to own professional development |  | * Application * Interview |
| 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 |