

Admin Officer (Operations and Estates and Governance and Standards)

Person Specification

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> Relevant experience working in an educational administration environment 		✓
<ul style="list-style-type: none"> Confidence with Microsoft Office Systems 	✓	
<ul style="list-style-type: none"> Level 2/ GCSE in English or equivalent 	✓	
<ul style="list-style-type: none"> Level 2/GCSE in Maths or equivalent 		✓
<ul style="list-style-type: none"> Successful development and monitoring of administrative procedures and processes 	✓	
Skills & Knowledge	Essential	Desirable
<ul style="list-style-type: none"> Excellent time management, organisational and administrative skills 	✓	
<ul style="list-style-type: none"> Knowledge and understanding of current issues in the field of education 		✓
<ul style="list-style-type: none"> Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection 		✓
<ul style="list-style-type: none"> Excellent communication skills, including high standards of written communication, grammar and spelling 	✓	
<ul style="list-style-type: none"> Excellent IT skills 	✓	
<ul style="list-style-type: none"> Work constructively as part of a team, understanding roles and responsibilities and your own position within the organisation 	✓	
<ul style="list-style-type: none"> Ability to design clear and well-formatted documents 	✓	
<ul style="list-style-type: none"> Ability to work with tact and diplomacy and maintain confidentiality 	✓	
<ul style="list-style-type: none"> Thoroughness and attention to detail 	✓	
<ul style="list-style-type: none"> Ability to work under pressure to prioritise and meet deadlines 	✓	
<ul style="list-style-type: none"> Ability to establish strong relationships with all stakeholders 	✓	
<ul style="list-style-type: none"> Initiative and ability to work without direct supervision, taking responsibility for tasks, prioritising and scheduling your own work 		✓
<ul style="list-style-type: none"> Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required 	✓	
<ul style="list-style-type: none"> Experience of dealing with simultaneous and often conflicting demands from more than one person. 		✓
Personal	Essential	Desirable
<ul style="list-style-type: none"> High expectations of self and others 	✓	
<ul style="list-style-type: none"> The ability to work to tight deadlines and under pressure 	✓	
<ul style="list-style-type: none"> A team player who is willing to go beyond their own responsibilities to help others at busy times 	✓	
<ul style="list-style-type: none"> Present a smart appearance 	✓	
<ul style="list-style-type: none"> Ability to ensure confidentiality 	✓	
<ul style="list-style-type: none"> An approachable manner 	✓	
<ul style="list-style-type: none"> Self-motivated and able to take the initiative 	✓	
<ul style="list-style-type: none"> Sense of humour 	✓	