

School Administration Officer 1

Person Specification

Linked to SAO1 Role Profile

Personal Attributes	Essential (E) or Desirable (D)
Qualifications	
A relevant professional qualification level 2/3, or significant relevant experience.	E
GCSE English & Mathematics Level 4 (Grade C) or above.	E
A willingness to access additional training and development, including qualifications if appropriate.	E
Experience	
Experience of working with SIMs or similar education management information systems.	D
Experience of providing excellent financial and/or administrative services.	E
Experience of maintaining accurate computerised records and systems including inputting to and maintaining data systems, for example (but not specifically) financial data, personnel data.	E
Evidence of success in building and developing positive working relationships.	E
Experience of dealing with some issues that are more complex, requiring well developed communication skills.	E
Experience of dealing with the public either in person or over the phone.	E
Knowledge/Skills/Abilities	
Knowledge of SIMs or similar education MIS and financial systems.	D
Computer literate, knowledge of word processing and spreadsheets essential.	E
Ability to accurately input, maintain and report data from key business systems.	E
Good understanding of requirements relating to personal data under GDPR	D
Self-motivation and drive to complete the tasks to the required timescales and quality.	E
Flexibility to adapt to changing workload demands.	E
Very good oral and written communication skills.	E
Ability to develop and maintain good relationships with a wide range of people, from parents and pupils to colleagues and outside agencies.	E
Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.	E
Other	
Positive recommendation from current employer (if applicable)	E
Satisfactory medical and DBS clearance and proof of legal working in accordance with the Asylum and Immigration Act 1996	E
Satisfactory health and attendance record	E