

Person Specification

Job Title: **Admin Officer
(With Reception and First Aid duties)**

Grade / Salary: (Scale 4) (Spinal Point 10)
(36 Hours per week - 40 Weeks per Annum)

It is recognised that candidates may not meet all of the Essential criteria but we are looking for the best fit for our students and school.

EDUCATION

		Evident in Application	Evident at Interview
<i>Essential</i>			
1.	Educated to Degree Level	✓	
2.	Evidence of recent and relevant training	✓	

EXPERIENCE

<i>Essential</i>			
3.	Experience of working in a busy office environment	✓	
4.	Line management experience	✓	
5.	Excellent communication skills, written and verbal	✓	
6.	Ability to liaise effectively with a wide range of people of all ages and backgrounds	✓	
7.	Evidence of excellent attention to detail and accuracy	✓	
8.	Proven administrative skills	✓	
9.	Organised and able to work with the minimum of supervision		✓
10.	Ability to work with sensitive information, maintaining high levels of confidentiality	✓	
11.	Evidence of ability to work flexibly and support colleagues		✓
12.	Ability to contribute constructively and be a positive team member	✓	
<i>Desirable</i>			
13.	Experience of working in a school setting	✓	
14.	Understanding of and commitment to equal opportunities and safeguarding children		✓

PERSONAL

<i>Essential</i>			
15.	Evidence of energy, enthusiasm and resilience.		✓
16.	A strong sense of loyalty to the school.	✓	
17.	A warm personality and approachability.	✓	✓
18.	Evidence of effective team work and a caring approach in all interactions.	✓	✓
19.	An ability to maintain professional integrity even when under pressure.		✓
20.	A good work ethic and a professional approach.		
<i>Desirable</i>			
21.	Good sense of humour and perspective.		✓
22.	An interest in developing professionally.	✓	✓

Signed: Date: