

Administration Officer Person Spec

		Essential	Desirable
Education & training	<ul style="list-style-type: none"> • Good standard of general education, including English and Maths at Level 2 (i.e. GCSE or equivalent) • Relevant further qualifications L3 and above • Relevant in-service training 	✓	✓ ✓
Experience	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of working in an office environment • Experience of working directly with children • Experience of working in a team • Experience of using computerised systems and work processing • Experience of safeguarding/Central Safeguarding Register • Experience of taking minutes at meetings at meetings 	✓ ✓ ✓	✓ ✓ ✓ ✓
Special aptitudes and abilities	<ul style="list-style-type: none"> • Ability to work independently and as part of a team • Good interpersonal skills • Good oral and written communication skills • Ability to work under pressure to meet deadlines and targets • Good organizational, planning skills and attention to detail • First Aid trained 	✓ ✓ ✓ ✓ ✓	✓
Other requirements	<ul style="list-style-type: none"> • Discretion and diplomacy • The flexibility to adapt to change • Ability and willingness to undertake continuous professional development • Commitment to the highest possible levels of health and safety for students, staff and others. • To have a strong sense of purpose and the drive to achieve agreed goals • Understanding of and a commitment to the Academy's Equal Opportunities Policy 	✓ ✓ ✓ ✓ ✓	