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|  | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **QUALIFICATIONS** | * Good typing/word processing skills – up to RSA II or equivalent
* Ability to use Microsoft Office – Word, Excel and G-mail (e-mail)
* Good general education – particularly English and Maths
* Clean Driving licence
 | * Knowledge of using a School Information Management System (training will be given)
 | Application |
| **RELEVANT** **EXPERIENCE** | * Working in a school or similar environment
* Dealing with matters of a confidential and sensitive nature
* Customer service - gaining as much information as possible from telephone calls and screening unnecessary contacts
 | * Knowledge of Safeguarding legislation
 | ApplicationReferencesInterview |
| **SKILLS AND KNOWLEDGE** | * To be able to maintain confidentiality at all times
* Ability to work independently and use initiative
* Ability to prioritise workload and undertake whatever task is required - some of which may be out of the office
* To ensure that information needing to be passed on to staff/pupils is done so and acted on
* Ability to multitask
 | * An awareness of the needs and characteristics of children with special educational needs
* First Aid training
 | ApplicationReferencesInterviewTask |
| **PERSONAL** **QUALITIES** | * Common sense
* Sense of humour
* Good organisational skills
* Empathy
* Patience
* Good telephone manner
* Adaptability and flexibility
* Ability to take initiative or seek advice as appropriate
* To be able to work as part of a team
* Good attention to detail and pride in work
 |  | ReferencesInterview |



Nunnykirk

**Strive, Care, Achieve**

**Personal Specification – Administration Officer**