

PERSON SPECIFICATION FOR THE POST OF ADMINISTRATION OFFICER

Criteria	Essential	Desirable	Evidence gained from
Qualifications	<ul style="list-style-type: none"> • 4 GCSEs at grade A* - C (including English and Maths), or equivalent • NVQ Level 3 or equivalent in relevant area 	<ul style="list-style-type: none"> • First Aid qualification 	<ul style="list-style-type: none"> • Application form
Experience	<ul style="list-style-type: none"> • Experience of working to tight time deadlines • Experience of administrative procedures • Experience of dealing with queries from the public 	<ul style="list-style-type: none"> • Experience of working within a school, local authority, or similar environment 	<ul style="list-style-type: none"> • Application form • References • Interview
Knowledge and Skills	<ul style="list-style-type: none"> • Good working knowledge of Microsoft Word & Excel • Ability to work as part of a team but also to act upon own initiative as necessary • Ability to retrieve information from and maintain databases • Ability to work under pressure • Ability to deal with the public in a sensitive and tactful way • Good organisational and time management skills. • Effective oral and written communication skills 	<ul style="list-style-type: none"> • Good knowledge of SIMS and FMS 	<ul style="list-style-type: none"> • Application form • References • Interview
Professional Development	<ul style="list-style-type: none"> • Commitment to own professional development 		
Personal Qualities	<ul style="list-style-type: none"> • Positive, reliable and conscientious • Flexible • Enthusiastic, hard working & self-motivated • A commitment to maintaining confidentiality of sensitive information. 		<ul style="list-style-type: none"> • Application form • References • Interview