

PERSON SPECIFICATION

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| Job Title: | Administration Officer |
| Post Ref No: | |
| Directorate: | Children and Young People |
| Division: | Schools |
| Grade: | HBC4 |

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| MAIN PURPOSE OF THE JOB: |
| To be responsible for undertaking administrative, personnel and organisational processes within the school under the guidance of senior staff. To maintain and monitor information, producing reports as required to support the school management process. |

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
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| Education and Qualifications | 5 GCSEs grades A – C including English Language or equivalent qualifications and demonstrate relevant experience for those who do not have the qualifications | RSA II Word Processing/Typing HNC Business First Aid Trained | Application Form Reference Certificate |
| Experience | <ul style="list-style-type: none"> • Experience of school administration • Experience of using computerised information and retrieval systems | Experience of using SIMS computer system | Application Form Interview |

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| | <ul style="list-style-type: none"> • Experience in undertaking general office duties | Experience of working in a school environment | |
| Skills and Abilities | <ul style="list-style-type: none"> • A minimum of 2 years experience of general administration • Able to follow instructions and procedures accurately. • Able to prioritise and organise own work to meet deadlines and work on own initiative • Able to communicate effectively with senior management and colleagues and to deal politely and tactfully with a wide range of people • Able to input data to a high level of accuracy. • Able to work effectively as a member of a small team. • Able to give advice within specific guidelines. • Demonstrable oral and written communication skills. | | Application Form Interview |
| Other Requirements | <ul style="list-style-type: none"> • A flexible and team working approach | | Application Form Interview |