



**Person Specification**  
**Admin Officer/Cover Co-Ordinator**

|                      | <b>Essential Attributes</b>   | <b>Identified by</b> |
|----------------------|---|----------------------|
| Qualifications       | Educated to GCSE level including English and Maths at Grades A*-C or equivalent.  | A                    |
| Experience           | Experience of working in a busy office environment.   | A                    |
|                      | Experience of working with young people.  | A                    |
| Knowledge and Skills | Excellent working knowledge of Microsoft Office applications (Excel and word).  | A I                  |
|                      | The ability to work collaboratively with others as part of a team.  | A I                  |
|                      | Ability to work on own initiative within set boundaries.  | A I R                |
|                      | Good organisational and administrative skills, with the ability to prioritise and meet deadlines.                             | A I R                |
|                      | Good communication (written and verbal) skills.   | A I R                |
|                      | Knowledge and understanding of Data Protection law and the GDPR 2018.   | A I R                |
|                      | Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion. | A I                  |
|                      | Enthusiasm, resilience and initiative – along with the ability to be calm and efficient under pressure.                       | A I R                |
|                      | Excellent interpersonal skills and an ability to develop and maintain effective working relationships with all stakeholders.  | A I                  |

|                      | <b>Desirable Attributes</b>   | <b>Identified by</b> |
|----------------------|---|----------------------|
| Experience           | Experience of working in an educational setting.  | A                    |
|                      | Experience of working with supply agencies to secure the best, most cost effective cover. | A                    |
| Knowledge and Skills | Knowledge of relevant safeguarding legislation and statutory guidance.                    | A I                  |
|                      | Knowledge of SIMS & ParentMail.   | A                    |

A = Application Form

I = Interview

R = Reference