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| BRIGANTIAmaster2015 | **Hinde House Secondary Phase**  **(a member of the Brigantia Learning Trust)** |

**Admin Officer with responsibility for Daily Cover and Parental Engagement**

**PERSON SPECIFICATION**

**Skills and Qualifications**

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|  | **Essential** | **Desirable** |
| The ability to prioritise workload and meet strict deadlines, often under pressure | ✓ |  |
| Excellent organisational skills | ✓ |  |
| Effective oral and written communication skills | ✓ |  |
| Good Presentational skills | ✓ |  |
| The ability to establish and maintain effective relationships with staff, students, parents and other agencies | ✓ |  |
| The ability to work with staff at all levels | ✓ |  |
| The ability to work well within a team as well as independently | ✓ |  |
| Excellent IT skills | ✓ |  |
| Experience of working with online communication platforms | ✓ |  |
| Good qualifications in both English and Maths | ✓ |  |
| Experience of administrative or secretarial work | ✓ |  |
| A knowledge of Arbor – the Management Information System |  | ✓ |
| Experience of arranging daily cover within an educational establishment |  | ✓ |

**Personal Qualities**

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|  | **Essential** | **Desirable** |
| Commitment and self-motivation | ✓ |  |
| Enthusiasm | ✓ |  |
| Ability to retain confidentiality and sensitivity around information | ✓ |  |
| Flexible attitude | ✓ |  |
| Tenacity to overcome challenges and complete tasks | ✓ |  |
| Reliable | ✓ |  |