

Admin Officer: Person Specification

AF – Application Form

SP – Selection Process

Specification	Essential/ Desirable	Method of Assessment
QUALIFICATIONS / PROFESSIONAL MEMBERSHIP		
<ul style="list-style-type: none"> To possess 5 GCSEs including English and Maths. 	Essential	AF
PROFESSIONAL EXPERIENCE		
<ul style="list-style-type: none"> Experience of school administration. 	Essential	AF
<ul style="list-style-type: none"> To have experience of the administration of school MIS systems. 	Essential	AF
<ul style="list-style-type: none"> Experience of working in a professional environment. 	Essential	AF/SP
<ul style="list-style-type: none"> To have experience working effectively as part of a team. 	Essential	AF
<ul style="list-style-type: none"> To have experience of school examination systems. 	Desirable	AF
<ul style="list-style-type: none"> To have experience of working with young people and adults and be able to effect trusting relationships with them. 	Desirable	AF
KNOWLEDGE AND SKILLS		
<ul style="list-style-type: none"> To be a self-motivating individual who is able to demonstrate enthusiasm for the role. 	Essential	AF/SP
<ul style="list-style-type: none"> To possess and be able to demonstrate excellent oral and written communication skills. 	Essential	AF/SP
<ul style="list-style-type: none"> To be an efficient and accurate proof-reader who ensures that all 'copy' is of the highest standard. 	Essential	SP
<ul style="list-style-type: none"> To be able to demonstrate excellent ICT skills and possess the ability to effectively use the Microsoft Office package, including Word, PowerPoint and Excel. 	Essential	AF/SP
<ul style="list-style-type: none"> To possess the ability to undertake general administrative processes, including Mail merge and MIS Reports. 	Essential	AF/SP
<ul style="list-style-type: none"> Ability to organise your own workload to ensure that all deadlines are met with the ability to work on your own initiative. 	Essential	AF/SP
PERSONAL QUALITIES		
<ul style="list-style-type: none"> To be flexible and have a 'can do' approach to the varied administrative tasks required of the role. 	Essential	AF

<ul style="list-style-type: none"> ▪ The ability to work quickly and efficiently while maintaining an exceptional standard of work. 	Essential	AF
<ul style="list-style-type: none"> ▪ To be highly organised and conscientious with the ability to juggle multiple tasks. 	Essential	AF
<ul style="list-style-type: none"> ▪ A commitment to your own continuous professional development. 	Essential	AF
<ul style="list-style-type: none"> ▪ Personal commitment to the College's professional standards, including dress code, as appropriate. 	Essential	AF
<ul style="list-style-type: none"> ▪ The post will require an enhanced DBS clearance. 	Essential	SP
<ul style="list-style-type: none"> ▪ To promote Health & Safety, Safeguarding policies and Equality & Diversity across the Trust. 	Essential	AF
<ul style="list-style-type: none"> ▪ A flexible and adaptable approach with the ability to meet the requirements of the role around out of hours' events. 	Essential	AF/SP

