

Administration Officer - Person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> GCSEs in English and maths at grade C/4 or above 	<ul style="list-style-type: none"> Safeguarding training Data protection training Additional qualifications and training
Skills and experience	
Essential	Desirable
<p>Experience:</p> <ul style="list-style-type: none"> Working in an administration role Handling confidential information <p>Skills:</p> <ul style="list-style-type: none"> Comprehensive use of all Microsoft Office programmes Data analytics 	<p>Experience:</p> <ul style="list-style-type: none"> Working in an education setting Handling complaints and concerns Dealing with suppliers <p>Skills:</p> <ul style="list-style-type: none"> Calendar management systems
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Understanding of their statutory requirements relating to safeguarding, equality, health and safety, and data protection. Demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community. Knowledge of how to use financial computer databases effectively and independently Knowledge of how to use social media apps and postings. Awareness of the need to maintain sensitive information and records securely in order to prevent inappropriate access (GDPR/Data Protection) 	<ul style="list-style-type: none"> Knowledge of education policies and procedures.

Personal traits
The successful candidate will have:
<ul style="list-style-type: none">• Excellent verbal and written communication skills.• Excellent time management and organisation skills.• The ability to work independently and as part of a team.• The ability to maintain successful professional relationships.• The ability to prioritise tasks and handle a demanding workload.• Good problem-solving skills.• Have a good working knowledge of updating website information, social media and general marketing for the school.
Additional requirements
The successful candidate will have:
<ul style="list-style-type: none">• An up-to-date DBS certificate, with barred list information where required.• The right to work in the UK.