

Administration Officer Person Specification

	Essential	Desirable
Education and Qualifications	<p>Able to demonstrate excellent maths and English skills minimum GCSE A*-C</p> <p>Evidence of other qualifications eg vocational, A-Levels</p>	
Experience	<p>Evidence of working in an administration setting for a minimum of two years</p>	<p>Experience of working in a school administration setting</p>
Professional Skills, Knowledge and Understanding	<p>Understanding and knowledge of the importance of safeguarding</p> <p>Excellent organisational skills</p> <p>Excellent interpersonal and communication skills with an ability to deal with a wide range of people in a friendly, professional and positive manner</p> <p>Excellent ICT skills, specifically word processing, and using Excel</p> <p>Experience of online systems eg website, online payment management system</p> <p>Evidence of using different database systems</p> <p>Ability to 'troubleshoot' any problems and find solutions</p> <p>Evidence of an understanding of the importance of teamwork</p> <p>Experience of providing customer focussed services</p> <p>Display a responsible and cooperative attitude to working towards the achievement of the school's aims and objectives</p>	<p>Knowledge of Arbor pupil database or similar school management information system</p> <p>Experience in using the G Suite software package in a professional capacity eg Google Docs, Google Sheets, Google Mail</p>
Personal Qualities	<p>Willing to abide by the school's policies and procedures including Safeguarding, Child Protection, Equal Opportunities, Health & Safety, Confidentiality and Data Protection</p> <p>Able to maintain confidentiality at all times</p> <p>Able to remain calm under pressure</p> <p>Able to form and maintain excellent relationships at all levels</p>	

	<p>Able to show initiative and be proactive in organising work</p> <p>Able to prioritise work to meet conflicting deadlines</p> <p>Commitment to own personal development and learning</p> <p>Willingness to engage in school activities and events outside of normal school hours</p> <p>Be prepared to always go 'the extra mile'</p>	
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